

# RELOCATION *checklist*

## FAMILY & FRIENDS

- Discuss the decision with immediate family
- Alert extended family
- Share your new address
- Make travel arrangements for pets
- Alert neighbors of your move
- Locate a new school for your children
- Ask friends & relatives for help if needed

## FINANCIAL

- Set a budget for moving expenses
- Purchase moving insurance
- Keep a folder of your receipts
- Withdraw cash
- Update banking information
- Cancel local memberships
- Make note of tax-deductible moving expenses
- Settle any unpaid fines/tickets/tolls
- Update billing address
- Set a new monthly financial budget
- Alert credit card companies & banks

## PACKING/MOVING

- Acquire packing materials
- Get rid of unneeded belongings
- Categorize packed items
- Purchase moving insurance
- Get rid of leftovers/perishables
- Research & hire a moving company
- Plan furniture arrangements/layout
- Secure parking arrangements for the moving truck
- Make a list of questions to ask movers
- Set up mail forwarding

## TRANSPORTATION

- Book your flight or plan your drive
- Rent a moving truck/equipment
- Book your flight in advance

## VEHICLE ARRANGEMENTS

- Transport or sell vehicle
- Register your vehicle & transfer the car title
- Obtain a new driver's license
- Ensure the vehicle meets state regulations
- Update your car insurance policy to reflect your new location
- Make sure your car is running smoothly (tires, mechanical, fluids, etc.)
- Find a new auto insurance policy if needed

## CURRENT LIVING ARRANGEMENTS

- Transfer utilities
- Set aside time to deep clean your home
- Take photos of your wiring setups
- Termination of current living arrangement
- Transfer prescriptions to your new location before flight/drive
- Locate and gather all of your personal records
- Forward your medical records before flight/drive

## NEW LIVING ARRANGEMENTS

- Consider taking a weekend trip to view your new place before moving day
- Research your new community
- Find an internet provider
- Find new healthcare providers
- Introduce yourself to new neighbors
- Find a new home insurance policy
- Reserve a storage unit
- Check smoke alarms
- Change the locks and make a spare key
- Install a security system

## CURRENT EMPLOYMENT

- Prepare your resignation (if you are resigning to work for a new firm after relocation)
- Notify your boss before your colleagues
- Send a formal 'Farewell' to your colleagues
- Tie up any loose ends/ uncompleted projects
- Archive and save work samples
- Contact your health insurance provider
- Schedule an exit interview
- Roll over your retirement account
- Inquire about your unused benefits
- Review the terms of your employee stock options

## NEW EMPLOYMENT & NETWORK BUILDING

- Connect with professionals in your industry
- Research/attend industry events
- Connect with new coworkers via LinkedIn
- Consider setting up meetings with your new colleagues
- Ask for recommendations from new coworkers or Human Resources

## WRITE-IN

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