

## CHECKLIST FOR MOVING



### Change Addresses For:

Post Office  
Relatives and Friends  
Employer  
Attorney  
Physicians/Dentist  
Banks  
Investment Brokers  
Accountant  
Life Insurance Company  
Auto Insurance Company  
Household Insurance Company  
Credit Card Companies  
IRA Accounts  
Newspaper  
Magazines (Notice requires several weeks)  
Catalogs  
Clubs  
Book Clubs  
Veterans Administration  
Internal Revenue Service (See Form 8822)

### Stop/Schedule Services For:

Telephone  
Cable TV  
Water/Garbage Collection  
Gas  
Electricity  
Newspaper(s)  
Lawn Service  
Diaper Service  
Review check register for other services to be cancelled  
\*Be sure to request refunds on deposits made for services

### Don't Forget To...

Arrange baby/pet sitter for moving day  
Have car checked and serviced for the drive  
Pack survival kit: Basic tools, bath essentials, paper towels, pen, paper, scissors, trash bags, alarm clock, directions to your new home  
Return cable TV boxes  
Transfer or close bank accounts  
Cancel any automatic payments or direct deposits at bank  
Close safe deposit box  
Obtain all records from lawyers & accountants  
Obtain birth certificate  
Obtain medical/dental records  
Obtain necessary prescriptions  
Ask Doctor/Dentist for referrals  
Obtain records from Veterinarian  
Obtain letter of introduction for new church  
Advise school district of move and obtain school records  
Synchronize computer and Palm before disconnecting  
Empty freezer; plan use of foods  
Defrost freezer & clean refrigerator; place charcoal to dispel odors  
Clean rugs; have them wrapped  
Pick up drycleaning/shoes  
Drain lawn mower of oil & gasoline  
Arrange for storage if needed

### On Moving Day:

Make arrangements for care of children and pets  
Arrange for movers to pick up storage items  
Double check closets, drawers, shelves, attic, storage building  
Leave keys, garage door openers, broiler pans, instruction manuals, etc. for new owner  
Make list of every item & box loaded on truck  
Carry enough cash and/or travelers checks to cover the trip  
Carry jewelry, valuables and important documents yourself  
Carry an assortment of toys for the children  
Let close friends/relatives know route you will travel including all overnight stops  
Let movers know where you can be reached

### At Your New Address:

Note items as they are unloaded from truck and check for damages  
Install new locks immediately  
Change security codes on the alarm  
Check pilot light on stove, water heater and furnace  
Register to vote in your new area  
Check with post office on any mail being held for you  
Have all utilities put in your name  
Get new licenses for:

Vehicles	Pets
Drivers	Boats



### Tax Deduction Costs:

(Ask your CPA if you meet the requirements to deduct your moving expenses. Be sure to save your receipts.)

Packing, crating & transporting household goods & personal effects  
Connecting & disconnecting utilities  
Shipping your car & pets  
Parking fees & tolls  
Storing & insuring household goods & personal effects  
Transportation & lodging expenses incurred because of furniture being moved from former home  
Expenses for one trip to your new home

(For further information, see Publication 521 at [www.irs.gov](http://www.irs.gov) or call 1-800-829-1040)

## NEW **HOME** ADDRESS AND PHONE NUMBERS

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

## NEW **WORK** ADDRESS AND PHONE NUMBERS

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

## NEW **RESIDENTIAL** **SERVICE CONTRACT** INFORMATION

Company: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Confirmation# : \_\_\_\_\_

### ELECTRIC (go to [www.powertochoose.org](http://www.powertochoose.org))

TXU Energy [www.txu.com](http://www.txu.com) 800-368-1398  
Tri-Co. Elect. Coop. (Keller) 817-431-1541

### GAS

Atmos Energy [www.atmosenergy.com](http://www.atmosenergy.com) 800-460-3030

### WATER

Arlington 817-275-5931  
Bedford 817-952-2112  
Colleyville 817-503-1020  
Denton 940-349-8700  
Eules 817-685-1471  
Flower Mound 972-874-6010  
Fort Worth 817-392-4477  
Grapevine 817-410-3172  
Haslet 817-439-5931  
Hurst 817-788-7038  
Keller 817-743-4060  
North Richland Hills 817-427-6200  
Roanoke 817-491-2411  
Saginaw 817-232-4640  
Southlake 817-481-1822  
Trophy Club 682-831-4682  
Watauga 817-514-5820

### TELEPHONE

AT&T 800-288-2020  
Verizon 800-837-4966  
One Source Communications 817-745-2000

### CABLE

Charter Communications 817-509-2225  
AT&T U-verse 866-878-6332  
Comcast Cable 972-445-5555

### DRIVERS LICENSE

[www.txdps.state.tx.us](http://www.txdps.state.tx.us)  
Arlington 817-274-1818  
Fort Worth 817-294-1075  
Hurst 817-299-1300  
Denton 940-484-6666  
Lewisville 972-221-8081

### VEHICLE REGISTRATION [www.texas.dmv.org](http://www.texas.dmv.org)

Tarrant Co. Tax Assessor 817-884-1100  
Denton Co. Tax Assessor 940-349-3510

### BOAT REGISTRATION

Texas Parks & Wildlife Dept. 817-831-3128

### SCHOOL REGISTRATION

Birdville ISD 817-547-5700  
Carroll ISD 817-949-8222  
Eagle Mtn./Saginaw ISD 817-232-0880  
Grapevine/Colleyville ISD 817-488-9588  
Hurst/Eules/Bedford ISD 817-283-4461  
Keller ISD 817-744-1000  
Lewisville ISD 972-539-1551  
Northwest ISD 817-215-0135  
Southlake ISD 817-949-7080

# Moving Checklist



1317 Brookshire Drive  
Bedford, Texas 76021  
(817) 283-3338

Gina Day, Broker/Owner  
(817) 528-0626

Darryl Day, REALTOR®/Owner  
(817) 528-0627