



Moving Checklist

Notify WPI Real Estate

- Complete "[Move Out Notice to WPI](#)" and email/mail/fax to your Property Manager.
- Confirm with your Property Manager that Move Out Notice has been received.

Address Change

- Give forwarding address to Post Office.
- Contact financial accounts and credit cards.
- Contact subscriptions, notice required several weeks.
- Friends & relatives, unless you owe them money.

Bank

- Transfer bank accounts to new branch locations. Cancel any direct deposit or automatic payments from your accounts.
- Transfer funds, arrange check-cashing in new city.
- Set-up auto-pay for new banks.
- Arrange credit reference.

Delivery Service

- Laundry, newspaper, changeover of service.

Medical, Dental and Prescriptions

- Ask your doctor and dentist for referrals; transfer needed prescriptions, eyeglasses, x-rays. Obtain birth records, medical records, etc.

Insurance

- Notify company of new location for coverage; Life, Health, Fire and Auto.

Utility Companies

- Change your utilities, including phone, power and water, from your old address to your new address.
- Get refunds or any deposits made for gas, light, water, telephone, fuel, garbage, cable.

Pets

- Ask about registrations for licenses, vaccinations, tags, etc.

Before Your Moving Day

- Make reservations with airlines, hotels, and car rental agencies, if needed.
- Have your car checked and serviced for the trip.



- Get estimates from professional movers or truck rental companies if you are moving yourself.
- Once selected a mover, discuss insurance, packing, loading, delivery and the claims procedure.
- Sort through your possessions. Decide what you want to keep, sell or donate to charity.
- Obtain a change of address packet from the post office and send to creditors, magazine subscriptions and catalog vendor.
- Arrange for a baby sitter on moving day.
- Defrost your refrigerator and freezer.
- Pack your belongings. Pack a "First Day" box for items that would be used before you could unpack everything.
- Make a list of every item and box loaded on the truck.
- Label each box with the contents and the room where you want it to be delivered.
- Set aside legal documents and valuables that you do not want packed.
- Pack clothing and toiletries, along with extra clothes in case the moving company is delayed.
- Double-check closets, cupboards, attic, basement and garage for any left-behind items.