

Step by Step: A change of address checklist

By Erin K. Witt

There are so many details to keep track of when moving that homeowners sometimes forget the little things—like filing the numerous change of address forms necessary for a smooth move.

Although a change of address form filed at your local post office is helpful, mail may be delayed two to four weeks during the forwarding process. Personally sharing your new address and contact information with individual service providers and organizations is the most effective way to make sure you don't lose touch during the move.

The following checklist will help you manage the details of your upcoming change of address:

Financial institutions:

- Credit reporting agencies
- Banks
- Investment broker
- Insurance companies (auto, home, medical, dental, disability, life)
- Lenders (mortgage, auto, student loan, home equity)

Government:

- Department of Revenue / IRS
- Department of Motor Vehicles
- Business license office (for small businesses or home businesses)
- U.S. Post Office

Memberships:

- Professional associations
- Magazine and other subscriptions
- Civic organizations
- Churches
- Children's extracurricular activities
- PTA, neighborhood association, other community groups
- Licensing / certification boards
- Health clubs
- Social or country clubs

Service Providers:

- Schools
- Attorney

- Accountant
- Physicians
- Cleaning service
- Lawn care service
- Delivery services
- Babysitters or daycare center
- Pet groomer
- Veterinarian

Utilities:

- Telephone
- Cellular phone service
- Electric
- Gas
- Cable or satellite dish
- Water and sewer
- Trash service
- Internet