



## Off Campus Housing Referrals

University of Massachusetts Amherst | 235 Whitmore Administration Building | 413-577-2187 | [www.housing.umass.edu](http://www.housing.umass.edu)

### ***Moving Checklist***

When you and your housemates move out of your current place, use this moving checklist to help ensure that everything goes smoothly.

#### **One Month Before You Move**

- Fill out a Change of Address form for the post office.
- Fill out an IRS change of address form.
- Reserve a rental truck for the day of the move.
- Make travel arrangements, if necessary, with airlines, buses, car rental agencies, and hotels.
- Transfer memberships in churches, clubs, and civic organizations.
- Obtain medical and dental records, x-rays, and prescription histories. Ask the doctor and dentist for referrals and transfer prescriptions.
- Set up a checking account in your new city.
- Each housemate should take an inventory of their belongings before packing, in the event that something gets lost and an insurance claim must be filed. If possible, take pictures or videotape belongings.
- Record serial numbers for electronic equipment.
- Make arrangements for transporting pets to their new home.
- You and your housemates should start using up food items, so that there is less left to pack and possibly spoil.

#### **One Week Before You Move**

- Switch utility services to a new address, or cancel the service altogether.
- Inform electric, disposal, water, newspaper, magazine subscription, telephone, and cable companies of your move.
- Arrange for the necessary help on moving day.
- Confirm your travel reservations, as necessary.
- Reserve the elevator if you are moving from an apartment building with elevators.
- Clean rugs and clothing and have them wrapped for moving.
- If you have infants, plan ahead for special needs during moving.
- Close local bank accounts and have your funds wired to their new bank.
- Collect valuables and make copies of any important documents before mailing, or hand carry them to your new addresses.
- Check with your insurance agent to ensure you'll be covered through homeowner's or renter's policy during the move.
- If applicable, defrost the freezer and refrigerator, and place deodorizer inside to control odors.
- Give a close friend, or relative, your travel route and schedule so you can be reached during the move, if necessary.

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### **On Moving Day**

- Each housemate should double check closets, drawers, shelves, attic and garage to be sure they are empty.
- Each housemate should carry important documents, currency, and jewelry themselves, or use registered mail.
- Each housemate should carry traveler's checks for quick, available funds.

### **After Arriving At New Home**

- Each housemate should renew their driver's license, auto registration, and state tags.
- Everyone should shop around for new insurance policies, especially auto coverage.
- Each housemate should revise their will and other legal papers to avoid longer probate and higher legal fees.
- You and your housemates should locate the hospitals, police stations, veterinarian and fire stations near your respective homes.