



Moving Timeline Checklist

One Month Before Move:

- Arrange for moving your furniture and personal belongings either by hiring a moving company or renting a truck
- Gather moving supplies such as boxes, tape, tissue paper, rope, and anything else you may need
- If you are going to drive a long distance to your new home, plan your travel route
- Some moving expenses are tax deductible, so consult your tax adviser and save all moving-related receipts including meals, lodging and gasoline
- Develop a plan for packing, such as waiting to pack items you need often until last and labeling boxes so you know their contents
- Notify the following of your move:
 - Friends, family members, and employers
 - Post office
 - Creditors (credit card, auto loan, etc.)
 - Subscriptions (newspaper, magazine, etc.)
 - Insurance providers (life, health, auto, etc.)
 - Federal and state tax/governmental agencies
 - Churches, clubs, and social/political organizations
 - Landscaper and/or pool servicer
 - Home service providers (maid, water softener servicer, etc.)
- Ask your medical and dental providers what information should be transferred:
 - Eyeglass/contact prescription histories
 - Medical records, including birth, x-ray, and vaccine/immunization records (you may need a notarized letter)
 - Dental records
- Obtain your child's permanent school records (copies may not be sufficient)

Two Weeks Before Move:

- Notify the utility providers to discontinue services at your old address and begin services at your new address, including:
 - Gas
 - Electricity/Power
 - Water/Sewer/Septic/Garbage (often provided by the same company)
 - Irrigation
 - Cable TV or Satellite



Telephone

Internet

- If you need help determining how to contact the utility providers in the Phoenix area, refer to the last page of this document
- Dispose of old appliances, chemicals, and hazardous materials appropriately
- If you are going to drive a long distance to your new home, service your vehicles
- Start recruiting people to help you on moving day
- Arrange for someone to take care of pets during the move
- Confirm moving company or rental truck arrangements
- If leaving local community, notify your local banks and transfer funds to new accounts
- If switching banks, retrieve important documents from safe deposit box at old bank
- Clean rugs and clothing and have them moving-wrapped
- Plan for special care of infants and animals
- Make special moving plans for plants

One Day Before Move:

- Keep moving supplies separate so they don't get packed until you are finished
- Pick up rental truck or call moving company to confirm appointment
- Visit bank for necessary cash or travelers checks
- If you are going to drive a long distance to your new home, fill car(s) with gas, and check the oil and tires
- Get a good night's rest

Moving Day:

- Carry enough cash or travelers checks to cover moving expenses
- Carry jewelry and private documents yourself, or send to new home by registered mail
- If you are going to travel a long distance to your new home, notify close friends and family members of travel itinerary
- Double check your old home's closets, drawers, shelves to ensure that they are empty
- Leave all of your old home's keys, mail keys, community pool keys, electric garage door openers, remote garage door entry codes, and electric gate openers for new owners/tenants with Realtor or other responsible party
- Empty your old home's refrigerator and freezer
- Defrost your old home's freezer and clean refrigerator
- Keep new address handy for forwarding mail

Pets:

- Use a sturdy carrying case or cage



- If you are going to travel a long distance to your new home, check ahead to make sure hotels and motels will allow pets
- Arrange for the shortest possible travel
- Have someone meet your pet if shipped by air or rail
- Food and water should be restricted during travel - a lightly-fed pet travels better and is less subject to motion sickness
- Have your veterinarian perform a physical exam which includes up-to-date vaccinations
- Obtain a health certificate if moving from one state to another
- Solicit a referral for a new local veterinarian
- If tranquilizers have been advised, give dosage at least one hour before leaving home, and keep pet away from traffic so he/she does not become agitated

At Your New Address:

- Check that your new utilities have been turned on
- Check pilot lights on stove, hot water heater, incinerator, and furnace
- Have appliances checked/serviced
- Ask mailman for mail he may be holding for your arrival and notify senders of your new address
- Obtain new driver's license or have new address recorded
- Register to vote
- Register car(s) to avoid possible penalties when getting new license plate(s)
- Register family in your new place of worship
- Enroll child(ren) in school
- Arrange for new medical and dental services - have medical records/histories transferred
- Complete a household inventory of your new home, including photographs and/or video
- Ask for recommendations of good contractors (plumbers, electricians, etc.) so you'll have them when you need them for the first time
- Locate new service providers (bank branches, pharmacies, dry cleaners, etc.)
- If switching banks, open new safe deposit box and/or new accounts
- Make a readily accessible list of emergency numbers (fire, police, ambulance, hospital, poison control, etc.)



Utility Providers

APS (Arizona Public Service)

602-371-7171

To determine if you are located within APS' territory, visit:

http://www.aps.com/images/pdf/PHX_Map.PDF

City of Mesa Gas

480-644-2221

Southwest Gas

877-860-6020

SRP (Salt River Project)

602-236-8888

To determine if you are located within SRP's territory, visit:

<http://www.srpnet.com/about/pdfx/ElectricServiceAreaMap.pdf>

City of Chandler

<http://chandleraz.gov/default.aspx?pageid=88>

City of Fountain Hills

<http://www.fhtimes.com/fhinfo/infoguide.html>

<http://www.fountainhillsguide.com/services.html>

City of Gilbert

<http://www.ci.gilbert.az.us/utilities/default.cfm>

City of Maricopa

<http://www.maricopa-az.gov/vns/for-residents/resident-resources>

City of Mesa

<http://www.mesaaz.gov/custserv/residential.aspx>

City of Phoenix

http://phoenix.gov/webcms/groups/internet/@inter/@pio/documents/web_content/047076.pdf



City of Queen Creek

<http://www.queencreek.org/Index.aspx?page=697>

<http://www.queencreek.org/index.aspx?page=571>

City of San Tan Valley

Trash - RAD: 480-983-9100

Water - H2O Inc.: 480-491-6971

Sewer - Johnson Utilities: 480-987-9870

Gas - City of Mesa: 480-644-2221

Electricity - SRP: 602-236-8888

City of Scottsdale

<http://www.scottsdaleaz.gov/contact.asp>

City of Tempe

<http://www.tempe.gov/news/newcomer.htm>