



Relocating to a new city?

BEFORE THE MOVE:

- Study company relocation policy to see what expenses are covered and which vendors are approved
- Check which moving expenses will be tax deductible
- Find a realtor in your new city if buying a home
- Estimate the amount you can spend on a condo, apartment, house
- Update your address book of friends and relatives. Make a list of people you need to notify about your move, and send out an e-mail or change of address cards
- Check how to obtain a new driver's license and license plates
- Contact an agent for renter's and auto insurance (see our benefits page for resources)
- Select a new bank, establish accounts and a safe deposit box
- Plan how you will arrange furniture in your new residence, and make a list of things you will need to buy
- Obtain contact information and requirements (such as deposits) for utilities
- Arrange for transfer of school records, and get a copy of your [transcript](http://www.unm.edu/~unmreg/trans.htm) at <http://www.unm.edu/~unmreg/trans.htm>
- Schedule pickup and delivery dates with your mover and arrange storage, if needed
- For high value items you will be shipping, obtain an appraisal and gather receipts
- Gather personal records from doctors, dentists, lawyers, accountants, schools, religious institutions
- Notify current utilities—gas, phone, electric, water, cable TV—of disconnect dates and forwarding address
- Contact new utilities to tell them when to commence service
- Notify your credit card companies of change of address
- Settle any outstanding bills
- Obtain veterinary records and licenses, get new tags if needed, and arrange for pets' transportation
- If you are moving to a high-rise, reserve the elevator for moving day
- Obtain information of area religious institutions in your new city

AFTER THE MOVE:

- Test security and smoke alarms of your new place
- Get local emergency numbers and post them prominently
- Get a professional to set up appliances like a gas dryer, range, refrigerator, computer network
- Change locks on all doors
- Set up cable or satellite service
- Find the right cellular phone service
- Get a new safety deposit box at your bank
- Get a local map and learn your way around
- Send in claims for damages during the move
- Submit moving expenses to your employer
- Compile receipts of the move for tax purposes
- Go to the DMV for new plates and registration of your vehicles
- Check your home warranty coverage
- Find a new veterinarian, doctor, dentist
- Transfer your 401K to your new employer
- Keep in touch with old friends. Look up friends in your new city on the [UNM Online Directory](http://www.unmalumni.com) (www.unmalumni.com)
- Take a road trip and learn about your state
- Get a restaurant guide
- Throw a house warming party!