**Change of Address Checklist**

**Things to think about BEFORE you move:**

* Your lease
	+ When does your lease end? If you leave now will you owe money?
* Talk to your child/children’s school or bilingual liaison
	+ Will your child have to transfer schools?
	+ Will they have bus transportation?
		- Submit proof of new address to the schools as soon as possible
* Employment
	+ Make sure you still have transportation to work from the new address
	+ Inform employer of new address

**Preparing to move:**

* Communicate with your current landlord
	+ Submit a written 30 day notice. Take a photo or make a copy of this letter to keep for your records.
	+ Clean really well and take pictures of each room for your records.
	+ Schedule a walk-through of the home with the landlord.
	+ Once you are completely moved out, submit a written request for the deposit money.

Take a photo or make a copy of this letter to keep for your records.

* Inform utility companies
	+ MUD
	+ OPPD
	+ Phone
	+ Internet/Cable
* Inform caseworkers
	+ SSI
	+ DHHS
	+ Resettlement Agency
* Complete ‘change of address’ forms
	+ Post Office
	+ AR-11 - if you have a pending application with immigration (<https://egov.uscis.gov/coa/displayCOAForm.do>)
* Inform important agencies
	+ Bank
	+ Car insurance
	+ Travel loan
	+ Doctor
* Get a new state ID if you do not speak English or are moving to a different state