**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