PEYSON DIGITAL

USA EDITION

Moving House Admin Checklist

The address changes, accounts and practical details that are easy to forget when you move.

A clearer start to your move

Moving is more than boxes and keys. Use this checklist to catch the account changes, service arrangements and paperwork that need your attention.

How to use it

- ☐ **Choose what applies.** Check off completed tasks and cross out anything your household does not need.
- ☐ **Check timing early.** Page order is a planning aid, not a legal timetable. Confirm deadlines with the relevant agency or provider before you move.
- ☐ **Pick your next three tasks.** Use the final page to record who will handle them and the dates you have checked. Keep confirmations in one secure place.

YOUR MOVE, YOUR REQUIREMENTS

Federal services, state agencies and local providers have different rules. Follow their current instructions. This is practical planning support, not legal, tax or financial advice.

Set up the essentials

Start with dates, services and accounts. Arrange changes around your actual move, closing or lease dates.

Home, utilities and the move itself

- [ ] Confirm key pickup, move-in access and any move-out notice or handover arrangements with your landlord, property manager or closing contact.
- [ ] Arrange electricity, gas, water, sewer and trash service where you are responsible. Confirm start/stop dates, deposits and any overlap between homes.
- [ ] Book internet installation or transfer. Check equipment-return instructions and any cancellation charges.
- [ ] Tell your renters or homeowners insurer about the move. Confirm coverage dates and ask what protection applies to belongings in transit.
- [ ] Confirm movers or truck rental, arrival details and building access. Check local parking, elevator reservations or permits if needed.
- [ ] Using an interstate moving company? Check the mover or broker through FMCSA and keep the written estimate and moving documents. For an in-state move, check your state's consumer guidance.

Money, work and recurring accounts

- [ ] Update banks, credit cards, loans and investment accounts. Check both your mailing address and any separate billing address.
- [ ] Update employer, payroll, retirement-plan and benefits records as applicable.
- [ ] Review auto, pet, life and other insurance policies. Tell providers about relevant changes; do not assume coverage transfers unchanged.
- [ ] Update subscriptions, memberships and scheduled deliveries. Cancel or redirect services tied to your old address.

Tell the right people

Mail forwarding is a safety net. It does not replace updating your records directly. Check applicable deadlines now.

Federal services

- [ ] Submit a USPS change of address through the official USPS site or your post office. Choose the request type that matches who is moving; notify senders directly too.
- [ ] Notify the IRS using its current address-change instructions. Do not rely on mail forwarding for tax correspondence or government checks.
- [ ] If applicable, update Social Security, VA, immigration or other federal benefit records through the relevant agency. Check each service's requirements separately.

State and local requirements

- [ ] Check your state motor vehicle agency for driver's license or state ID, vehicle title/registration and any inspection requirements. Moving within a state and between states can involve different steps and deadlines.
- [ ] If eligible to vote, check your new state's election guidance for registration or address updates and deadlines.
- [ ] Check state tax agency records and state/local benefit programs that apply to you. Homeowners: check property tax mailing details with the relevant local office.

Healthcare, school and household records

- [ ] Check your health plan's service area and provider network. Marketplace customers: report the move and check whether a new-state plan is needed; eligibility rules apply.
- [ ] Arrange medical, dental and pharmacy records or care transfers. Ask about prescription refills and upcoming appointments before you need them.
- [ ] Check the new school district or childcare provider's enrollment documents and transfer records. Update emergency contacts; review pet microchip, vet and local licensing records where relevant.

Close the loop

Keep essential documents and medicines with you. Finish any time-sensitive tasks by the deadlines you have confirmed.

Keep a record of the handover

- [ ] Photograph the old and new property's condition. Record meter readings if your providers need them, and save final/opening service confirmations.
- [ ] Keep keys, access instructions, lease or closing papers, mover details and emergency contacts easy to reach.
- [ ] Check delivered items against the moving inventory and note missing or damaged items. Follow the mover's written reporting and claims instructions.
- [ ] Confirm essential services work at the new home. Check smoke and carbon monoxide alarms and find emergency shutoffs where applicable.
- [ ] Return keys or equipment as agreed. Save final bills, refund or deposit correspondence and any handover confirmation.

The easy-to-miss address changes

- [ ] Saved shipping addresses in shopping accounts, payment wallets, grocery and food-delivery apps.
- [ ] Phone accounts, loyalty programs, gyms, professional memberships and recurring parcel deliveries.
- [ ] Friends and family, work emergency contacts, appointment providers and anyone still sending paper statements.
- [ ] After moving, watch for mail with forwarding labels and update those senders. Check that important account changes and service transfers actually took effect.

ONE USEFUL FINAL CHECK

Search your email for "statement", "renewal", "membership", "policy" and "subscription". Ask: who would need my correct address if something went wrong next month?

Make the next step easy

Choose three unfinished tasks. Record a checked deadline, or set a reminder to find out. Avoid writing sensitive account details here.

01 **Task:** _____

Who: _____ Checked deadline / next reminder: _____

02 **Task:** _____

Who: _____ Checked deadline / next reminder: _____

03 **Task:** _____

Who: _____ Checked deadline / next reminder: _____

Official starting points

USPS mail forwarding
usps.com/manage/forward.htm

Federal address updates, including IRS
usa.gov/change-address

State motor vehicle agencies
usa.gov/state-motor-vehicle-services

State voter registration guidance
vote.gov/register

Marketplace health coverage after a move
healthcare.gov/reporting-changes/when-you-move

Interstate mover checks and consumer guidance
fmcsa.dot.gov/protect-your-move

BRING THE REST OF YOUR MOVE TOGETHER

This checklist covers the admin. **Keys & Boxes** is Peyson Digital's paid moving system for planning, packing and managing the wider move.
Explore Keys & Boxes at peysondigital.com/keys-and-boxes

Official guidance checked October 13, 2026. Requirements can change; check the linked agency or your local provider before acting.