Moving Checklist

Organizing a move doesn't have to be a painful or difficult task. We've put together this handy checklist to help make things as easy as possible. Pre-planning your move is the key secret to survival!

One Month Prior to Move Date

- ❑ Set up a moving expense list and keep receipts. Some of your expenses might be tax deductible.
- ❑ Arrange your rental storage and/or professional mover. Make sure the movers know exactly what they will move (always move jewelry & small valuables yourself). Check what their insurance will cover should anything get damaged. Ask about extra charges. Ask for customer references. Get written confirmation of the date and estimate.
- ❑ Take a good look at what is worth keeping, and what you can sell or give away. Check the attic, basement, garage & garden shed. Have that garage sale and anything that doesn't sell, take it directly to a charity. Many will pick up items if you call ahead and arrange it. You may even get a tax receipt for the donation.
- ❑ Return any items you have borrowed, and collect anything you have lent to neighbours.
- ❑ Start collecting boxes for packing. Make sure they are sturdy and have a top.
- ❑ Get change of address cards from the post office. Include your new phone number if you know it.
- ❑ Contact your lawyer about the changeover of all utilities; some maybe handled by your lawyer as part of the final adjustments included with the sale. Others, particularly cable and phone, you'll probably be instructed to handle on your own. Try to schedule utilities and service connections before you arrive at your new house – and book your appointments as far in advance as possible, or you might find yourself on a waiting list at month end.
- ❑ Make arrangements for small children and pets at family or friends house for move day.
- ❑ Start Packing! You'll have more possessions than you thought. Start with rooms you can live without until your move date. Clearly mark the destination room for each box either by room name or assign a number and mark breakables as fragile. And you may want to mark the contents to make it easier to find necessities while unpacking.

One Week Prior to Move

- ❑ Confirm details with the moving or storage company.
- ❑ Mark boxes you will move personally "For Car" and stack them together.
- ❑ Pack everything except what you will need for the next few days.
- ❑ Confirm arrangements for small children and pets for move day.

Two Days Prior to Move

- ❑ Do all laundry. Empty washer & dryer & disconnect for the move. Clean out the refrigerator and defrost freezers if required.

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Day Before You Move

- ❑ Gather up all the keys (front, back, garage, shed) for the new owners and retrieve any you have left at neighbours. Leave any information (instruction manuals) the new owners may need for any of the equipment left. Leave garage door openers or security alarm codes.
- ❑ Record number of boxes to be moved. Make sure you have a floor plan for the movers so they can move the boxes into the appropriate rooms that coincide with rooms as written on the boxes.
- ❑ Pack a move day survival kit with a cooler with refreshments and snacks, toilet paper, paper towel, garbage bags, light bulbs and all-purpose spray cleaner and a few rags. Keep your vacuum handy. Also remember to pack your pillows, a set of sheets and blankets, along with your nightclothes, a towel and toiletries to take with you in your car. Then, at the end of a long and tiring day, you can get ready for bed without having to sort through 50 boxes.
- ❑ Ensure everything is packed and ready to move.
- ❑ Get a good night's sleep. Tomorrow is a busy day!

Moving Out

- ❑ Lay down plastic sheets to protect floors and carpets from heavy traffic.
- ❑ Make sure the movers understand all instructions and check the number of boxes to make sure everything is accounted for.
- ❑ Just before the movers leave for you new home, go through the house once more to make sure nothing is left behind. Are the attic & garage empty? Put the garbage out at the street.

Moving In

- ❑ Get to the house before the movers.
- ❑ Lay down plastic sheets to protect your new floors and carpets.
- ❑ Check to make sure all utilities are turned on.
- ❑ Check boxes for damage while the movers are still there. Should anything be damaged, clearly state the details on the mover's agreement and have them sign it. This will help if you need to claim for damages from the moving company.
- ❑ Unpack the necessities first such as the Bathroom, Kitchen and set up the beds and make them.

REMEMBER TO CHANGE YOUR ADDRESS

The Post Office will forward your mail for 6 months at a cost of $47.95 (within same province) + taxes

- ✉ Bank Accounts
- ✉ Mortgages/Loans
- ✉ Investment Companies/Broker
- ✉ Pension Plan
- ✉ Employer
- ✉ Health Benefit Plan
- ✉ Credit Cards
- ✉ Insurance-Home/Auto/Life
- ✉ Air Miles & other Rewards
- ✉ Doctor, Dentist, Lawyer
- ✉ Revenue Canada/Income Tax
- ✉ Family Benefits
- ✉ Canada Pension Plan
- ✉ Old Age Security (OAS)
- ✉ Provincial Health Plan
- ✉ Driver Licenses
- ✉ Vehicle Registration
- ✉ Schools
- ✉ Property Tax Dept.
- ✉ Library
- ✉ Newspaper Delivery
- ✉ Magazine Subscriptions
- ✉ Book & Music Clubs
- ✉ Day Care Service
- ✉ Pool Maintenance Services
- ✉ Lawn/Garden Services
- ✉ House Cleaning Services

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