

# Moving Checklist

## More Than a Month Before the Move

- Start a moving expenses book. Some of your expenses may be tax deductible, so be sure to save the receipts.
- Get written estimates from at least two moving companies and make sure the movers know all the items which are to be included. Do not include jewellery or other small valuables.
- Movers insurance is usually minimal. Check that the movers insurance will pay replacement cost of goods which are lost. You may need to purchase additional coverage. Notify your own insurance company of the move and ask for the policy to be reviewed.
- If furniture is to be stored, what does the insurance policy cover?
- Get a written commitment from the moving company confirming the date of the move and the time of arrival.
- Ask for references from movers.
- Don't be misled by rates – inquire about additional charges and methods used to compute time.
- Contact provincial health insurance authorities for the province you are moving out of, and the one that you are moving into. If it is within the same province, notify them of your change of address.
- Contact Bank Manager. Arrange for the transfer of all accounts, person loans, etc. if required.
- Order cheques in new address.
- Register your change of address with the post office and obtain a supply of change of address cards.
- Begin mailing change of address cards. Keep a list of cards sent. Don't forget to notify all credit card companies.
- Gather together all important documents. Don't forget the pet's documents.
- Resign from any clubs or organizations that are not active in your new community.
- Cancel newspaper subscriptions or change delivery address.

## 2 Weeks Before the Move

- Take a good look at what is worth taking and what is not. Be ruthless.
- Have a garage sale. Get rid of all the junk you don't need to take.
- Clean out club and school lockers.
- Arrange for the changeover of utilities, including telephone.
- Book freight elevator if you are moving in or out of an apartment.
- Make a floor plan of the new house and plan where everything will go. Don't guess – take measurements.
- Start packing.
- Number all of the boxes. Keep an inventory list. Mark the contents on each of the boxes. Make two copies of the contents list for each box. Keep one with your inventory lists, put the other inside each appropriate box just before you close them all up. Seal boxes.
- Return all items that you have borrowed, get back what you have loaned.

## 1 Week Before the Move

- Prepare a list of all items you want to take with you personally. Include all jewellery and valuable items which should not be entrusted to movers.
- Dismantle and/or unfasten anything that requires it.
- Prepare a list of everything else that is left.
- Confirm the booking for the freight elevator.
- Confirm the booking for the moving company.
- Defrost and air dry the deep freezer.

## 2 Days Before the Move

- This is your last day to pack.
- Do your last laundry. Disconnect and drain the washing machine.
- Disconnect, defrost and air dry the fridge.

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- Protect delicate furniture with a thick coat of wax.
- Double check that all valuables have been accounted for.
- Lead packers around the house and make sure they understand all of your instructions.
- Make sure you have gathered together all keys for the house for the new owners (don't forget garage and shed keys)!
- If you have a security system, why not change the code to something simple like 1-2-3-4-5 so you can feel free to use your old code at the new house.
- Pack all of the items that you will take with you personally. Mark them "Do not Load – For Car." It would be better if these were out of the house before the movers came in.

#### Moving Out

- Lay down plastic sheets to minimize dirt in the house.
- Lead the packers around the house again and make sure they understand all of your instructions.
- Do a final check for forgotten items.
- Check inventory for number of boxes – break down by room.
- Check movers Bill of Lading against your inventory.
- Clearly label and leave all the spare keys and the code for the security system if you have one, inside the house unless otherwise arranged.

#### Moving In

- Get to the house before the movers. Arrange to take milk, bread, coffee, tea, etc. with you. It will be a long day.
- Verify that the utilities have been turned on.
- Lay down plastic sheets to minimize dirt in the house.
- Hang up curtains if possible.
- Find your floor plan and give copies to the movers. When your goods arrive look at each item carefully as it is put in place and check off your inventory.
- Note any damage. You won't be able to check goods which have not been unpacked so above your signature on the Bill of Lading write: "subject to loss or hidden damage."
- First priorities will be the children's rooms, TV or radio, and a basic kitchen.
- Seeing as you have not yet unpacked, go out and have a nice dinner. You deserve it!

#### Plan Ahead

- Plan your travel itinerary. Make transportation and hotel reservations in advance.
- Send change of address to: Post office (give forwarding address), charge accounts and credit cards, subscriptions (change notice requires several weeks), and friends and relatives.
- Contact cable, electric, internet, telephone, water and gas companies in new location to arrange for immediate service.
- Arrange insurance on the new home prior to the transfer of property.
- Arrange for your present bank to establish transfers for new bank accounts.
- Service appliances before moving.
- Clean rugs and have them wrapped.
- Discontinue deliveries, electricity, gas, telephone and internet, security services, bottled water, newspapers, etc.
- Obtain copies or transfer your children's school records.
- Obtain records from doctors and dentists, including eyeglass prescriptions, dental X-rays, and vaccinations.
- Cancel club memberships.
- Transfer car title registration, if necessary, as well as driver's license, and motor club membership.
- Pay existing bills and cancel local charge accounts.
- Check on personal items that may be at the photo shop, bank safety deposit box, neighbor's house, on lay-away, at the dry cleaners or in the repair shop (e.g., shoes, jewelry, small appliances or clothing).
- Arrange for transporting pets and obtain immunization records from the vet.
- Return all library books and anything borrowed from friends.
- Notify your religious community.
- Carry some cash and traveler's checks for quick, available funds.

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- Plan for special care and needs of infants and small children.
- Arrange for transporting plants.
- Service the car for the trip.
- Review moving plans with your moving company representative, including insurance for packing and unpacking, arrival date, payment agreement, shipping papers, etc.

#### One Week Before Moving

- Clean and air out your stove.
- Defrost refrigerator and freezer 24 hours before leaving.
- Place charcoal or baking soda inside refrigerator and freezer to dispel odors.
- Dispose of all open cans and jars that cannot be tightly sealed.
- Remember to pack your telephone directory for future reference.

#### Survival Checklist

##### Cleaning

- Soap powder
- Kitchen cleanser
- Dish towels
- Paper towels
- Dish cloth
- Steel wool pads
- Sponge
- Window cleaner
- Scrub brush
- Mop
- Broom

##### Kitchen

- Paper plates, cups, napkins
- Plastic knives, forks, spoons
- Plastic pitcher for drinks
- Small saucepan
- Serving spoons
- Tea kettle

##### Bathroom

- Facial tissue
- Toilet tissue
- Bath towel
- Shower curtain
- Face cloth
- Bath soap
- First aid kit
- Pain medication and prescription medicine
- Prescription medicine

##### Miscellaneous

- Light bulbs

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- Flashlight
- Hammer, screwdriver, pliers
- Aluminum foil
- Shelf paper
- Trash bags
- Twine
- Newspaper

#### Children

- Coloring books and crayons
- Favorite toys
- Reading materials
- Puzzles
- Small surprise gift

#### Snacks

- Easy-open cans of pudding
- Sandwich spreads
- Jars of cheese
- Packages of crackers
- Instant creamer, sugar, salt
- Dry soup mix
- Boxes of dry cereal, raisins
- Instant coffee, tea, chocolate
- Fresh fruit
- Leave a copy of your travel itinerary with a friend or relative.

#### On Your Moving Day

- Carry all currency, jewelry, and personal papers (birth certificates, deeds, and documents).
- Double check closets, drawers, and shelves to be sure they are empty.
- Confirm hotel reservations.
- Leave all old keys needed by the tenant or owner with your lawyer or Sales Associate.

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