



ALWAYS A WISE CHOICE!

# COOKE

80 Queen St., Kingston, ON Canada K7K6W7

t. 613.544.4141

## Moving Checklist



### 2 Months Prior to Moving Day

- Get estimates from at least 2 moving companies if you are using one.
- If you are moving yourself, get truck rental costs from at least 2 companies.
- Create a floor plan of your new house for furniture & appliance placement.
- Inventory of your household goods and start to remove clutter, beginning with storage areas.
- Create a file of your moving paperwork.
- Arrange to transfer school records if necessary.
- Choose and book a mover or truck rental company.
- Prepare your new home - contact painters, carpenters etc. so your home is ready.
- Change the locks on your new home.

### Six Weeks Prior to Moving

- Fill out Post Office change of address cards.
- Make arrangements for storage if necessary.
- Ask your Doctor for referrals and obtain medical records if necessary.
- Have antiques, works of art and other valuables appraised.
- Clean closets and drawers.
- Start using foods and cleaning supplies that cannot be moved.

### Four Weeks Prior to Moving

- Schedule utilities disconnection at your home and connection at your new home.
  - Disconnect for the day you leave
  - Connect for the day you arrive
  - If you have deposits, request refund.
- Reserve mover or truck rental.
- If moving yourself, obtain moving materials and start packing items you will not need until moved.
- Arrange for cleaning and repair of furniture, drapes, carpeting if necessary.
- Arrange for special transportation of pets and plants if necessary.
- Check to ensure possessions are covered under your insurance policy in transit.
- Make any travel plans necessary for your move.
- Plan your moving sale - yard sale, online auction etc.
- Collect important records - personal & family medical, dental, veterinary, and school records, legal and financial documents, birth certificates, passports and insurance documents.

### **Three Weeks Prior to Moving**

- Properly dispose of items that cannot be moved such as flammable liquids.
- Prepare auto registration for transfer if moving to/from another province.
- If moving from a condominium/apartment arrange for use of elevator on moving day.
- Hold your moving sale.

### **Two Weeks Prior to Moving**

- Arrange disposal of items not sold and not being moved.
- Cancel newspaper delivery.
- Notify creditors of your move.
- Transfer prescriptions and ensure you have an adequate supply of medications.
- Assemble file of information for new owner of home.
- Send change of address cards.
- Pack a travel kit.

### **One Day Prior to Moving**

- Transfer bank accounts and close and empty safety deposit box if necessary.
- Settle bills with local businesses.
- Drain power equipment of oil and gas. Drain water hoses.
- Defrost refrigerator and freezer, propping doors open.
- Let movers pack your belongings (unless moving yourself).
- Disconnect and prep major appliances to move.
- Set aside what you will be travelling in your car.
- Pack a box of items that will be needed first in your new house - mark it "LOAD LAST"
- Confirm arrival time of moving truck.
- If moving yourself dismantle beds and other large furniture.

### **Moving Day**

- If using mover, ensure someone is at old house to answer questions.
- Note all utility meter readings.
- Read your bill of lading and inventory carefully before signing. Keep this in a safe accessible place.

### **Delivery Day**

- Check belongings carefully and note on inventory paperwork any damaged items.
- Supervise unloading and unpacking.
- Be prepared to pay your mover with cash, certified cheque or travellers cheques unless other arrangements have been made in advance.