

## Moving Checklist

### Two Months Prior to Moving:

- Get estimates from at least 2 moving companies if you are using one
- If 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 before you arrive
  - If you have deposits, request refund
- Reserve mover or truck rental
- If moving yourself, obtain packing 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

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### **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 your home
- Send change of address cards to those who will need to contact you
- 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 will be travelling with you 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