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## **MOVING CHECKLIST**

(print it and make use of this checklist for your own move)

**REMEMBER:** When you come in to see your lawyer to review and sign the closing documents, bring in valid identification and bring in keys that are to be provided on closing.

### **A) More Than a Month Before the Move**

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.

If you are moving into (or out of) a high-rise condominium apartment, contact the property manager to book the use of the moving elevator. A security deposit is often required.

Start a moving expenses book. Some of your expenses may be tax deductible, so be sure to save the receipts and consult your accountant.

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 which you should move yourself.

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.

Inquire about additional charges and methods used (especially if the moving might extend beyond 5 p.m.). Most movers charge a flat rate for one hour for transport time to the pick-up location and from the delivery location back to the truck's home base.

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 your bank manager. Arrange for the transfer of all bank accounts, personal loans, etc., if required.

Order cheques for new address.

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.

As you pack, consider numbering all cartons and noting their room destination (e.g. kitchen).

## **B) Two (2) Weeks Before the Move**

Take a good look at what is worth taking and what is not.

Have a garage sale.

Arrange for the changeover of utilities, including telephone.

Arrange for assumption or provide info for payout of hot water heater, HVAC units contracts. etc. (e.g. Reliance)

Reconfirm the booking of a freight elevator if you are moving into or out of an apartment.

Make a floor plan of the new home (if you have access to it prior to closing) and plan where everything will go.

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.

**C) One (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.

Reconfirm the booking for any freight elevator.

Reconfirm the booking for the moving company.

Defrost and air dry the deep freezer.

Arrange for any furniture not being moved to be removed (including any items to be reupholstered).

**D) Two (2) Days Before the Move**

This is your last day to pack

Do your last laundry. Disconnect and drain the washing machine, if it is coming with you.

Disconnect, defrost and air dry the fridge, if it is coming with you.

Protect delicate furniture with a thick coat of wax.

Double check that all valuables have been accounted for.

**E) One(1) Day Before the Move**

Make sure you have gathered together all keys for the house for the new owners (don't forget mailbox, 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.

## **F) Moving Out**

- Lay down plastic sheets to minimize dirt in the house.
  
- Lead the movers around the house and make sure they understand all of your instructions. Consider instructing movers to place items regarding beds last on the truck so they can be unloaded first so that some family members have a place to sleep at a reasonable time.
  
- 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.
  
- Do not forget to leave the garage door opener for the buyer (as well as any mail box key, etc.).

## **G) 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 and meters have been read.
  
- 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 will not 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!

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