



Your Moving Checklist

A Handy Guide For A Less Stressful Condo Move

Go thru these pages and put a check mark in the 'REQ'D' column for everything you need to do for your personal situation—then check 'DONE' when completed

Before You Move...

REQ'D	DONE	DESCRIPTION
		DECLUTTER!!! Give away, sell or discard any unnecessary belongings - There are various charities which might pick-up usable items. Check for information on the internet
		As plants are difficult to move, try to give away as many as you can
		Go online to the post office to arrange for your mail to be redirected at www.CanadaPost.ca
		Inform banks, cell phone providers, insurance companies, medical practitioners, credit card companies, employers etc. of your move and your new address
		Obtain children's school records and transfer them to their new school
		Own a property already? Check and clear any outstanding realty taxes on that home
		Call your insurance agent and transfer coverage - or arrange new coverage - for your new home. Get a copy of your insurance binder ... you'll need to give it to your lawyer to prove you have coverage, so that your bank will give you the mortgage funds
		Send out all items that need cleaning or repair
		Return borrowed items such as your neighbour's Tupperware, and collect any items you loaned out
		Many condo suites are now metered separately for electricity. If your condo fees don't include hydro, call the condo management office to see which company provides that service and contact them to set up an account
		Check with the condo management office to set up a time to reserve the moving elevator – be sure to account for the time to pack up at your current home plus travel time to your new condo
		Provide your bank account information to the condominium corporation for them to withdraw your monthly condo fees
		Buying new appliances? Arrange for a delivery date/time and notify the concierge that you'll need the elevator for that time
		Arrange your new Internet and TV service with Beanfield, Rogers or Bell
		Need to do any painting or other fix-ups before physically moving in? Meet contractors at your condo at one of your visits to set up their work schedule – Everyone NEEDS lead time so plan early

		Set aside time to pick out items for any fix-ups... floor or backsplash tile, appliances, paint colours, new furniture, countertops, kitchen/bath fixtures, ETC
		Check out your new locker location... does it need cleaning? Do you have a lock for it?
		Make a floor plan of your new home and map out where items are to be placed - don't guess - take measurements
		Obtain appraisals for any items of value in case you need to make an insurance claim from the moving company. Pictures can be a great help here... take photos or a video of your most precious items!
		Ensure that adequate insurance for all your household goods is still in place while your goods are in transit or storage
		If you're moving a long distance... Make travel reservations for your move or make sure your car is serviced for the trip. Plane reservations should be avoided for the day of the move - closings are often delayed or an unexpected situation may arise

Storing And Packing DOs...

REQ'D	DONE	DESCRIPTION
		Assemble packing materials beforehand
		Have on hand: packing paper or bubble wrap (for glassware and dishes), writing pads or iPad Evernote (for tracking your property), markers (to write on the outside of boxes which room they're going to), heavy twine, masking tape, duct tape and boxes
		Tackle one room at a time
		We sometimes have a stack of moving boxes available. Ask your Toronto's Real Estate Team - Thomas Cook team member for availability
		Line the bottoms of boxes with a towel, blanket or heavy cloth to cushion impacts
		Place heavier items on the bottom and lighter items on the top
		Use duct tape on desk or bureau doors to keep them closed or in place
		Remove all batteries from appliances and toys in case they burst in transit
		Set aside things that you will carry personally in the car in a carton marked "Do Not Load"
		Carry all jewelry, documents, valuable papers and currency with you personally
		Tie or tape brooms and mops together to facilitate the move
		Identify all fragile and delicate items very clearly
		Ensure that tops are secured for all liquids in bottles
		Put glass table tops, large mirrors and any valuable pictures into crates
		Pack all books on edge in small boxes
		Limit carton weight to 60 pounds (25 kilograms)
		Remove bulbs before packing lamps
		Pack lamp shades in boxes by themselves
		Put small appliances, packed and wrapped, in the bottom of boxes
		Ensure that heavy china items are placed at the bottom of a box with extra padding

		Place flat pieces on edge
		Pack small delicate items in a smaller box inside a larger box
		Remove fixtures that are fastened to the wall if they're not staying AND not included in your sale
		Move clothes and outerwear into wardrobes supplied by YOU or the movers
		To safely move computers and other electronics, use either their original packing materials or wrap the items individually in plastic garbage bags to protect from dust. Pad them in newsprint or bubble-wrap and place in a box and surround with padding such as styrofoam bits
		Indicate which cartons you wish to have loaded first and unloaded last AND which rooms they are to go to in the new home
		Make sure you've got all the NEW numbers you might need entered into your cell phone in case you need to make calls to businesses or individuals at your new location

Storing And Packing DON'Ts...

REQ'D	DONE	DESCRIPTION
		Don't overload dresser drawers
		Don't use newspapers to pack (the ink may rub off)
		Don't leave stove or refrigerator shelves loose if these appliances are being moved – duct tape them together for the move
		Don't pack cleaning products in the same boxes as food
		Don't roll mattresses or rugs; leave them for the movers to put into special cartons OR clear plastic mattress bags
		Don't wrap furniture, or tie it with ropes
		Don't move on weekends if at all possible – movers may be more expensive and condo moving elevators may be unavailable
		Don't pack flammable or heat-sensitive items such as candles, oil based paints, cleaning fluids, aerosol cans or propane tanks

Do These In The Last 10 Days Before Moving Day...

REQ'D	DONE	DESCRIPTION
		Set up a final property walk-thru time with your Toronto's Real Estate Team member – make sure all the appliances are still working ETC
		Sign the mortgage commitment documents at your bank
		Provide lender with ANY outstanding items (proof of paid off debts, closing credit cards, etc) that they need before they can advance funds to you
		Call your bank to cash in any RRSPs 10 - 15 days prior to closing
		Arrange / collect the balance of your down payment into one bank account
		Set a date / time to meet with your lawyer to sign all the documents

		Get a bank draft for the balance of the down payment plus closing costs to take with you to your lawyer
		Confirm with your condo concierge that your moving elevator reservation is all good
		Arrange a time in the afternoon of your closing day to pick up KEYS from your lawyer
		Confirm your appointment to meet the cable guy to get your Internet and TV all set up
		Defrost your freezer a day or so before - try to use up as much food as possible in the time before the move so you have less to move
		Get the hydro / gas meters read at your existing home and have those accounts closed off
		Pack a box of personal items that will be needed right away in your new home and keep this box with you or have it loaded last into the truck
		Call your moving representative to confirm arrival time of the moving van at your existing home and to notify of any last-minute details
		Make sure the mover has specific directions to both your current home and the new location
		Pick-up some basic grocery items en route, such as for sandwiches, in case anyone is hungry when you get to your new home
		Make sure you have gathered up all keys for the house for the new owners (including the garage and shed keys – garage door opener, front entry fob etc)
		Clean out your fridge and stove one day before the move
		Once your belongings are out of your current home, arrange for a cleaning crew to come in

Do These On Moving Day...

REQ'D	DONE	DESCRIPTION
		Keep your tool kit handy for things that may come up at either end of your move
		Make advance arrangements to have appliances or light fixtures hooked up at your new home – can your movers do it or do you need an electrician?
		Provide lender with ANY outstanding items (proof of paid off debts, closing credit cards, etc) that they need before they can advance funds to you
		Make sure the meters at your existing home have been read and utilities turned off
		If possible, have friends or relatives take care of children and pets at their home during the day
		Check and number all boxes that are being moved – label them by the room where they're to go in your new home
		Ensure you have cash, bank draft or credit card ready to pay the movers
		If you're selling too, make sure your lawyer has a key for your existing home
		Confirm with your lawyer what time the key will be ready to pick up for your new home – if your lawyer is not reasonably close physically, make other arrangements with us
		Be around to supervise pick-up and delivery of your goods for damage/loss protection
		Walk through your home with the mover to draw attention to special-care items or to give special instructions
		Keep medication, a change of clothes and an agenda book with you

		Keep a few plates, glasses and cutlery handy for snacks at your new home
		Read the mover's Bill of Lading and Inventory carefully before you sign and keep them with you or store them at a safe location until all charges relating to the move have been paid and settled
		Make sure to give the moving van foreman the contact numbers where you can be reached
		Clearly label and leave all the spare keys and the code for the alarm system inside your existing home unless you have agreed on a different arrangement with the buyer

One You Arrive At Your New Home...

REQ'D	DONE	DESCRIPTION
		Try to be at your new home before the movers arrive so that you can supervise unloading and indicate where you want items to be placed
		Lay down plastic sheets to minimize dirt tracked in and scuff marks
		Give a copy of your floor plan to the movers so that they can place items in rooms according to your plan
		Check off items as they are placed against your inventory list
		Consider having your TV and Internet hooked-up first in case you want to keep children occupied
		Let your computer adjust to room temperature in your new home before turning it on
		Set up bedrooms and kitchens first
		Check each carton for lost or damaged goods and prepare a list of damaged or lost articles
		Check to see if all utilities & TV / Internet have been connected Gas ?? Hydro ?? Cable / Internet ?? Phone ??

By following our Moving Checklist, you might just save yourself from some of the headaches that can accompany a move of any size or distance. Good luck!

