

## Moving Checklist

### 1 - 2 Months before the Move

- Create a binder/folder for moving records (estimates, receipts, inventory lists, etc.).
- Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates.
- See if your employer will provide moving expense benefits.
- Research storage facilities if needed.
- Schedule disconnection/connection of utilities at old and new place:
  - Phone  Internet  Cable  Water  Gas  Electric
- Plan how you will move vehicles, plants, pets and valuables.
- Plan how you will arrange furniture in the new place – use a floor plan or sketch.
- Schedule transfer of records (medical, children in school, etc.).
- Acquire packing materials (boxes, tape, stuffing/padding, markers, etc.).
- Return borrowed, checked-out and rented items.
- Get back things you have lent to others.
- Start using up stored food so that there is less to move.

### 3 - 4 Weeks before the Move

- Finalize moving method and make necessary arrangements.
- Begin packing non-essential items.
- Label boxes according to room and contents.
- Separate valuable items to transport yourself.
  - Label as DO NOT MOVE.
- Keep a box out for storing pieces, parts and essential tools that you will want to keep with you on moving day.
  - Label as PARTS / DO NOT MOVE.
- Fill out a change of address form at a post office or online.
- Provide important contacts with your new address:
  - Employer  Family and Friends  Attorney  Accountant  Others
- Notify your insurance and credit card companies about your change of address.

### 1 - 2 Weeks before the Move

- Continue packing and cleaning as you go.
- Pack items separately that you will need right away when you get to your new place.
- Plan to take the day off for moving day.
- Find someone to help watch small children on moving day.
- Begin to pack your suitcases with clothes and personal items you will need for the trip.
- Reconfirm your method of moving with those involved.
- Schedule cancellation of services at your old place:
  - Newspaper  Housecleaning  Lawn  Other

- ( ) Disassemble furniture if necessary (desks, shelves, etc.).
- ( ) Make sure all paperwork for the old and new place is complete.
- ( ) If travelling far, notify credit card companies to prevent automated deactivation.
- ( ) Get rid of flammables such as paint, propane and gasoline.
- ( ) Try to use up perishable foods.

### **2 - 4 Days before the Move**

- ( ) Confirm all moving details and confirm that you have all necessary paperwork.
- ( ) Make a schedule or action plan for the day of the move.
- ( ) Prepare for moving expenses (transport, food, lodging).
- ( ) Continue cleaning the house as you are packing.
- ( ) Defrost your freezer and clean the fridge.
- ( ) Make sure essential tools are handy (screwdriver, wrench, pliers, tape, etc.).
- ( ) Pack a bag containing water bottles, pen and paper, snacks, documents and essentials.
- ( ) Set boxes and items that you are moving yourself aside (make sure you'll have room).

### **Moving Day**

- ( ) Remove bedding and take apart beds.
- ( ) Go early to pick up the moving truck if you rented one.
- ( ) Take movers/helpers through the house to inform them of what to do.
- ( ) Walk through the empty place to check for things left behind (look behind doors).
- ( ) Leave your contact information for the new residents to forward mail.
- ( ) Make sure movers have the correct new address.
- ( ) Lock windows and doors, turn off lights.

### **At Your New Place...**

- ( ) Verify utilities are turned on and working – especially power, water, heating and cooling.
- ( ) Perform an initial inspection, note all damages, take photographs if needed.
- ( ) Clean the kitchen and vacuum as needed (especially where furniture will be placed).
- ( ) Direct movers/helpers where to put things.
- ( ) Offer drinks and snacks, especially if the helpers are volunteers.
- ( ) Assemble beds with bedding.
- ( ) Begin unpacking, starting with the kitchen, bathroom and other essentials.

### **Moving In - Weeks 1 & 2**

- ( ) Check for damages while unpacking. Be aware of deadlines for insurance claims.
- ( ) Replace locks if necessary and make at least 2 copies of your new keys.
- ( ) Confirm that mail is now arriving at your new address.
- ( ) Make sure your previous utilities have been paid for and cancelled.
- ( ) Complete your change of address checklist:
  - ( ) Bank(s) ( ) Credit Card(s) ( ) Canada Revenue Agency ( ) Service Ontario
  - ( ) Loans ( ) Insurance ( ) Attorney ( ) Accountant ( ) Physicians
  - ( ) Newspapers ( ) Magazines ( ) Licenses ( ) Memberships ( ) Other
- ( ) Schedule a time to get local driving license and update vehicle registration.
- ( ) Get local phone books and maps.
- ( ) Find new doctors, dentists, etc., depending on your needs and insurance.
- ( ) After you are moved in, update your home inventory, including photos of rooms.
- ( ) Update your renters insurance or homeowners insurance if needed.