

# MOVING CHECKLIST

## Eight Weeks Before Move

- ☐ Contact your mover and make arrangements for the move day.
- ☐ Remove items from your attic, basement, storage shed, etc.
- ☐ Use things that you can't move with you, such as frozen foods, etc.
- ☐ Obtain information about your new neighbourhood by contacting 311 (i.e garbage & recycle days etc).

## Six Weeks Before Move

- ☐ If you are a relocating employee, verify what expenses and responsibilities each party is responsible for.
- ☐ Inventory and evaluate your belongings. Can you discard items and save money during the move?
- ☐ Create a list of everyone you must notify of your move, including creditors, subscriptions, family, professional contacts, friends, etc.
- ☐ Do you need storage-in-transit or permanent storage? Make these arrangements now.
- ☐ Notify your children's schools, your church and other organizations of your impending move.

## Four Weeks Before Move

- ☐ Submit a Change of Address form to the post office and arrange mail forwarding if necessary.
- ☐ Arrange for special transportation for your pets and plants.
- ☐ Contact utility and related companies (gas, electric, oil, water, telephone, cable TV and trash collection) for service disconnect/connect at your old and new addresses. However, remember to keep phone and utilities connected at your current home throughout moving day.
- ☐ Arrange for insurance coverage in your new home to cover fire, theft and personal property.
- ☐ If you're packing yourself, purchase moving boxes from your local mover or visit local grocery stores etc. to retrieve pre-used boxes.
- ☐ Begin packing items that you won't be needing in the next month.
- ☐ Donate items to charity or plan a garage sale to unload items you do not want to bring with you to your new location.

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## Three Weeks Before Move

- ☐ Gather all your important documents, including insurance coverage, will, deeds, stocks, etc.
- ☐ Sketch out a general floor plan of your new home to determine the placement of furnishings.

## Two Weeks Before Move

- ☐ Schedule use of the elevators in your building (if applicable).
- ☐ Drain gas and oil from equipment such as lawn mowers, snow blowers, etc.

## One Week Before Move

- ☐ Prepare specific directions to your new home for your moving company. Also provide your new contact information where you can be reached.
- ☐ Defrost your freezer and refrigerator.
- ☐ Have your major appliances disconnected and prepared for the move.
- ☐ Pack a carton full of your personal items that you will want immediately in your new home - either have this box loaded last on the truck, or bring it with you during the move.
- ☐ Set aside items that are not being moved, this way they are not loaded on to the trucks on accident.

## Moving day

- ☐ Have someone at home to answer the van foreman's questions should there be any.
- ☐ Make a final tour of your home/property and verify that nothing has been overlooked.
- ☐ Lock all doors and windows and turn off all switches from your old home.
- ☐ Record all utility meter readings for gas, electric, water, etc. of past and new home.
- ☐ Make sure you read and understand your bill of lading and inventory carefully before you sign them. Keep these -- and all related papers -- in a safe location until all charges have been paid and all claims, if any, have been settled.