**MOVING CHECKLIST**

**SIX TO EIGHT WEEKS BEFORE MOVING DAY**

q **If using a mover:** contact moving companies for estimates & schedule a mover. Confirm method of payment.

q **If moving yourself:** contact truck rental companies for estimates & reserve a truck.

q **For family:** arrange to transfer medical, dental, legal records. Ask for referrals.

q **For pets:** transfer veterinary records. Take pets for immunization, if necessary.

q **Banking:** prepare to transfer financial and safety deposit box contents to new branch.

q **Obtain from Movers or Store** **moving materials**: boxes, bubble wrap, packing tape, stretch wrap etc.

q **Start to pack:** seasonal clothing, sports gear, and other items not in immediate use. Purge those items that you no longer require.

q **Arrange for storage** if not moving into new residence immediately

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**FOUR TO SIX WEEKS BEFORE MOVING DAY**

q **Notify** friends, family & current (past) employer of new address.

q **Schedule disconnection & new connection of utilities;**

\_\_\_\_ Gas

\_\_\_\_ Water

\_\_\_\_ Hydro/electricity

\_\_\_\_ Fuel (Oil/Propane)

\_\_\_\_ Telephone/Cell phone

\_\_\_\_ Cable/Satellite

\_\_\_\_ Internet

q **Arrange Professional Services in your new community** (or change address & contact information if maintaining service)

\_\_\_\_ Doctor(s)

\_\_\_\_ Dentist

\_\_\_\_ Physiotherapist/Massage Therapist/Chiropractor

\_\_\_\_ Accountant/Financial Advisor

\_\_\_\_ Veterinarian

q **For Children,** arrange new school or daycare. Transfer school records.

**TWO TO FOUR WEEKS BEFORE MOVING DAY**

q **Address Changes;**

\_\_\_\_ Drivers Licence/Vehicle registration

\_\_\_\_ Health Card

\_\_\_\_ CAA/Auto Coverage

\_\_\_\_ Bank/Financing Companies

\_\_\_\_ Credit Cards

\_\_\_\_ Car & Home Insurance (transfer policy)

q **Publications –** cancel or change address

\_\_\_\_ Newspapers

\_\_\_\_ Magazines

q **Pharmacy –** Transfer prescription to local pharmacy.

q **Start packing** the remainder of your items. To assist on moving day, it is a good idea to label boxes with the room that you would like them placed in at your new home. Keeping an itemized list (number boxes) assists with finding much needed items after the move. You may want to consider transporting boxes with delicate items, such as good china, in your own vehicle & not putting them on the truck.

q **Confirm** mover & times or truck pick-up time & location.

*If you are working with the Mover:*

q Notify your Mover if you add or subtract items from your planned move of if there are any changes in dates. Be sure to supply your mover with the destination address and phone numbers where you can be reached.

q Confirm any extra stops required to pick up or deliver goods to a location other than the main pickup and delivery points.

**THE WEEK OF YOUR MOVE**

q **Defrost** freezers.

q Check closets, cabinets and storage lockers for any articles overlooked. If you have an attic or crawl space, look for those hidden treasures

q Remove pictures from walls

q Confirm travel arrangements (if applicable).

q **Pack a travel kit.** Put aside critical items beforehand:

q Financial: check book, credit cards, cash, and foreign currency.

q Travel: passports, birth certificates, ID, keys, flashlight, tools, papers for movers.

q Baby Care: diapers, stroller, car seat, medications, clothing.

q Children: toys, medications, books, clothing.

q Pack a suitcase of essential items in case movers are delayed.

q Cell Phone: keep charger handy

**MOVING DAY**

q It is your responsibility to see that all of your goods are loaded, so remain on the premises until loading is complete. After everything is loaded, make the final tour of the house.

q Make sure the driver has the exact destination address. Be sure to let the driver know how you can be reached, including phone numbers, pending the arrival of your household goods.

q **Take one last look around**:

\_\_\_\_ Is the water shut off?

\_\_\_\_ Furnace shut off/or set to low if in a cool season?

\_\_\_\_ Light switches turned off?

\_\_\_\_ All utilities arranged for disconnection & reconnection?

\_\_\_\_ Windows shut and locked?

\_\_\_\_ Old house keys surrendered?

\_\_\_\_ Have you left anything?

q Check your household goods as they are unloaded. If there is a change in the condition of the property or if there are any items missing, note discrepancies to the mover. Most movers will have you sign off when they are done so now is your time to note damage.

q It is helpful to place a floor plan of your new home by the entrance to help movers determine where each piece of furniture should go or have a family designated as the “director”..

q Pay the movers as previously arranged. Have cash if you are planning on tipping the assistants.

q Return truck (if applicable)

q Keep all documents pertaining to your moving in safe place as you will need them for verification of moving expenses at a later date.

**ODDS AND ENDS**

q Install new batteries in smoke and carbon detectors. Check to ensure you have correct number in your home.

q Consider have locks re-keyed or change code in keyless entry systems.

Enjoy your new home and community!!