

## MOVING CHECKLIST

(Feel free to print this list to assist you in your move)

### As Soon As Possible:

- [ ] If you are a renter give your landlord the required notice to terminate your tenancy.
- [ ] Have your realtor forward a copy of the agreement of Purchase and Sale to your lawyer.
- [ ] Create a "move file" to keep track of estimates, receipts, and other important information (Depending on the distance and reason for the move some expenses can be deductible for income tax purposes)
- [ ] Draw out a floor plan of your new home and start deciding which function each room will serve and what furnishing from your existing residence you will be able to make use of in your new home. It will also assist you in deciding where to put things when you arrive at your new home.
- [ ] Research moving companies get at least two written quotes, check references, make sure your possessions will be insured. If moving yourself, get prices for truck rentals and confirm availability
- [ ] Once you are satisfied, hire your moving company or if you're doing it yourself, reserve a moving truck. Be sure to get the details in writing. Do this well in advance as movers and truck rentals are often in short supply.
- [ ] If you are moving into a building where an elevator will be required make the necessary arrangements with the building's management to reserve an elevator. Times are often restricted and security deposits are generally required.
- [ ] If you are doing your own packing gather packing paper, pad for inventory, and marking pens, boxes, twine and tape for packing your possessions.
- [ ] Clean out your closets, cupboards, toy boxes, shelves, attic, garage and basement, work your way through every room. Discard anything you do not want or need. Have a garage sale, gift unwanted items to friends and neighbors or donate them to charities.
- [ ] As you pack consider labelling boxes to indicate what is in them and where they will go in your new property.
- [ ] Start packing with unessential items and clean up as you go.

### 4 to 6 Weeks Before Moving

- [ ] Arrange with Canada Post for your change of address. For more information see
- [ ] Mail out change of address cards, don't forget credit card companies and Canadian Revenue Agency.

- [ ] If your move will result in a change of health care professionals obtain copies of records and transfer prescriptions. If you have pets don't forget the Vet's records.
- [ ] Arrange for any services required at the new home such as cleaning, refinishing the floors installing new carpets or painting.
- [ ] Contact your insurance broker to cancel insurance on your present property and to arrange for insurance on your new property. Make sure they include the name of your mortgage company on the insurance policy and forward proof of insurance to your lawyer.
- [ ] Contact your mortgage company and make certain they have everything they require from you and give them your lawyer's contact information.
- [ ] If a school change is required make arrangements for enrollment in the new school and the transfer of school records.
- [ ] Make any repairs you have committed to making.
- [ ] Return any borrowed, rented or checked out items. Retrieve any items you have lent to others..
- [ ] Use up stored food to have less to move.

### **3 Weeks Before Moving**

- [ ] Contact utility providers, request that meters be read at your present home (Hydro, Water and Gas) and provide forwarding address for your final billing. Arrange to terminate other utilities (Phone, Cable, Satellite, Security and Internet) or to have the service transferred to your new home. This may often be done on line. Also cancel any services such as lawn maintenance or snow removal.
- [ ] Cancel memberships. Resign from organizations you will be leaving.
- [ ] Arrange to transfer your bank accounts, if required and order cheques with your new address.
- [ ] Confirm arrangements with your movers or the place where you are renting your truck. Generally you will be obtaining keys for your new home from your lawyer after the closing is complete. Consider this when arranging for the time for the movers or truck rental to begin..
- [ ] Cancel newspaper subscriptions.
- [ ] Provide change of address information to magazines you subscribe to.

### **1 to 2 Weeks Before Moving**

- [ ] List items in your home that need extra attention while moving or special packing instructions (i.e. computers, televisions, fine china, etc.)
- [ ] Separate valuable items you will move yourself.
- [ ] Set aside a box for parts and tools you will need for the move.

- Back up computer data.
- Ensure items included in the price of your present home are clearly marked to be left in the home.
- Do not remove fixtures from your home unless they were excluded in your sale agreement.
- Dispose of dangerous, hazardous or flammable substances.
- Arrange time off for the move.
- Arrange for someone to care for small children and pets on the day of the move.
- Make certain your prescriptions are filled.
- Set aside items you will require upon your arrival at your new home.
- Organize any manuals to be left for the new owner.
- Arrange for an appointment with lawyer to sign closing documents.

### **Days Before Moving**

- Confirm arrangements including specific time schedule with your moving or truck rental company.
- Pick up dry cleaning or items out for repair.
- Clean your home, empty and clean appliances, defrost refrigerator and freezer.
- Drain gas and oil from lawn mowers, snow blowers etc.
- Ensure your cell phone is charged.
- Drain garden hoses.
- Make arrangements to pick up keys for your new home.

### **Day of the Move**

- When the trucks is loaded make a final check of your home for things that may have been left behind. Make certain items that were to remain in the home have been left there.
- Leave a forwarding address for the new owners.

- Leave keys (including mail box) and garage door opener on the kitchen counter; turn down the heat or air conditioning. Turn off lights; ensure the doors and windows are closed and locked.
- If you have a security system leave manuals for the new owners. Ensure the new owners have the code or disarm the system.
- Perform an inspection of the new home and if you see any damage take photographs.
- Clean as required.
- Direct movers where to place items.
- Check appliances, furnace, air etc. to ensure proper functioning. Arrange for repairs if necessary.
- Assemble beds.
- Begin unpacking starting with the kitchen, bathroom and other essentials.
- Check for damages when unpacking in case there may be an insurance claim.

### **After the Move**

- Have your address updated on your driver's licence, ownership and health card.
- Consider changing the locks.
- Check all fire detectors to ensure they are working properly and insert new batteries.
- Take a deep breath, sit down, relax and start enjoying your new home.



