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# Moving Checklist

## A month before your move:

- Clean out your closets, basement and garage. Donate unused items to your favorite charity or have a garage sale.
- Get packing supplies; tape, boxes, tissue paper, bubble wrap, markers.
- If this is a big move, start packing items of no use prior to your move. Pack up things like photo albums, books, and seasonal decorations.
- Start a log of moving expenses and keep all your move-related receipts. Some items may be tax deductible.
- Find a reputable mover. If you're hiring professional movers get written estimates from at least two moving companies. Include their written commitment of pickup and delivery dates and ask for and check references. Check the limits of insurance they offer and whether or not it covers replacement costs and purchase additional insurance if you need it.
- Arrange to transfer your household insurance to your new home.

## Two weeks before your move:

- Arrange for disconnection or transfer of your utilities (electricity, natural gas, phone, cable, security company)
- Contact the post office to have your mail forwarded. Send change of address cards to charge accounts, subscriptions, Canada Revenue Agency, frequent flyer plans, insurance company, relatives and friends.
- Arrange to close or transfer your bank accounts. Order cheques with your new address and phone number.
- Stop or transfer newspaper, water and any other home deliveries.
- Transfer memberships: Gym, Clubs, Civic Organizations
- Obtain school records for children
- Veterans – Notify your Veteran's Affairs Canada at 1-866-522-2122
- Obtain medical records from your Doctor, Dentist, Optometrist, Veterinarian and any others.
- Have drug prescriptions refilled.

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## One week before your move:

- Clean your home or arrange for a cleaning service.
- Confirm delivery address, phone number and delivery date with the movers.
- Clean out and defrost the freezer.
- If you're moving to another city, pick up dry cleaning, prescriptions, photos or anything else left outside your home.
- Clean out school or gym lockers.
- Return library books.

## A few days before your move:

- Complete packing of all household goods for the move. Make sure boxes are clearly marked with the room they will go in, as well as "Fragile" if necessary.  
Place important documents in a safe box that you will carry. Include home purchase/sale papers, will, financial records, passports, birth certificates. Mark "Do Not Move" on the box and move this box yourself.
- Prepare an "open first" box with towels, bedding, basic kitchen and bathroom supplies, toys or games for your children, tools (hammer, screwdriver) to set up furniture.  
Label all keys for new occupants.
- Place all appliance manuals & warranties in one place for the new occupants.

## Move day!

- Keep phone connected or have a cell phone in case you need to contact your movers.
- Carefully supervise the move. Make sure your instructions are understood and that boxes are delivered to the right rooms.
- Check all the rooms and closets to make sure you haven't left anything behind.
- Turn down the thermostat.
- Lock up and leave labeled keys with your REALTOR®
- Arrive at your new home before the movers. Show the movers where to put boxes and furniture.
- Check that you've been given keys to every lock in your new home.

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# Moving Checklist

## Move day! (continued)

- Carefully review the movers' bill of lading before signing. Check for damaged items.
- At your new home, make sure the utilities are on and working properly.
- Unpack your "open first" box. Set up your bed and unpack the kitchen and bathroom to help you feel at home.
- Relax, order in dinner, and take a long hot bath.

## After your move:

- Unpack then flatten and recycle boxes.
- Change the address on your driver's license and car insurance.
- Plan your housewarming party!
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