

# MOVING CHECKLIST

Get Organized with this Handy Moving Checklist!

Organization is the key to a successful move! Use this helpful checklist to get things done at the right time. Start early and refer to this list often!

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## 6 – 8 Weeks Before Move

- If you're using a moving company, check to make sure your move is scheduled.
  - Make a list of items you want to take with you and what you want to toss. Consider donating unwanted items to charity or hold a garage sale.
  - If you're doing your own packing, gather supplies you need (boxes, tape, markers).
  - Develop a floor plan of your new home's layout, noting where each item will go. This will help reduce the stress of making decisions later.
  - Get to know your community. The local Chamber of Commerce can provide information on schools, community programs, parks & recreation facilities.
  - Finalize all real estate or rental needs.
  - Contact your insurance agent to transfer medical, property, fire & auto insurance.
  - Put all medical/dental records in a safe and accessible place. Be sure to include prescription and vaccination records.
  - Notify schools in the old and new locations and arrange to transfer school records. Start the process of registering in new schools.
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## 4 – 5 Weeks Before Move

- Contact or visit your local Post Office to obtain a Change of Address form.
  - Notify family, friends, banks, insurance & credit card companies, doctors, dentists, clubs, associations and magazine/newspaper subscriptions about your move.
  - Contact utility providers (telephone, gas, electric, TV and trash collection) at new and old locations to make arrangements for connections and disconnections.
  - Complete banking arrangements in old and new locations and transfer funds to your new bank.
  - Check requirements for new driver's license and auto registration in your destination province.
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## 3 Weeks Before Move

- Make transportation arrangements for pets. Take them to your veterinarian for a complete check-up. Ask for a certificate stating their clean bill of health.
- Gather all important documents, such as wills, stock certificates, and other unique items (jewelry, coin collection, photos). Place them in one easily identifiable and easy to locate folder or box, so you can take them with you on moving day.
- Collect items that are being repaired, stored, or cleaned (clothing, shoes, etc.).

## 2 Weeks Before Move

- Transfer all prescriptions to a pharmacy in your new neighbourhood. Clear out safety deposit boxes.
  - Back up all your computer files. Disconnect and pack your computer system.
  - Make final packing decisions. Clean and clear your home including closets, basement and attic.
  - Drain your lawn mower and power tools of all fluids for safe transportation.
  - If you need extra storage, contact a storage provider.
  - Have your vehicle serviced if you plan to travel by car.
  - Cancel newspaper subscription and other regular activities.
  - Arrange for a babysitter for your kids during the loading and unloading process.
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## 1 Week Before Move

- Make sure you haven't overlooked anything in the house. Check, double-check, and re-check!
  - Empty, defrost and clean your refrigerator, freezer and stove at least 24 hours before moving to let them air out.
  - Pick up any dry cleaning or laundry and pay any outstanding bills you may have with local businesses.
  - Return videos, library books and anything you borrowed from the neighbours.
  - Gather keys, alarm codes, and garage door openers to hand them over to the new owners or realtor.
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## Moving Day!

- Hand over keys, alarm codes, and garage door remote controls to the new owner or realtor.
- Clean your house as much as you can before your moving crew arrives. Search every room and closet before the movers arrive to be sure you haven't forgotten anything.
- Keep your floor plan on hand as a reference, for both you and the movers.
- Find a safe, quiet place for pets so they aren't in the way of the moving crew.
- Verify that all utilities have been disconnected in your old home and connected in your new home. Have your phone connected a day before move-in day.