

Moving Checklist

Keeping in mind that you will be run off your feet as the move gets closer, we thought you might appreciate a few tips on organization from people who have seen virtually all of the things that can possibly go wrong.

One Month Before the Move:

- Start a moving expenses book. Keep receipts for tax purposes
- Research moving companies.
- Get quotes and references.
- Check insurance coverage for furniture storage.
- Get a written commitment from the moving company confirming the date of the move and the time of arrival.
- Contact provincial health insurance authorities with your change of address.
- Contact Bank Branch Manager. Arrange for the transfer of all accounts, personal loans, etc. if required.
- Order cheques with new address.
- Register your change of address with the post office and obtain a supply of change of address cards
- Gather together all important documents.
- Resign from any clubs or organizations that are not active in your new community.
- Cancel/change address on newspaper subscriptions.

Two Weeks Before the Move:

- Take a good look at what is worth taking and what is not. Have a garage sale.
- Clean out club/school lockers.
- Arrange for the changeover of utilities etc.
- Book freight elevator if you are moving in or out of an apartment.
- Make a floor plan of the new house and plan where everything will go. Don't guess-take measurements.
- Start packing. Number all boxes and keep an inventory list.
- Return all items that you have borrowed, get back what you have loaned.

One Week Before the Move:

- Prepare a list of all items you want to take with you personally.
- Dismantle and/or unfasten anything that requires it.
- Prepare a list of everything else that is left.
- Confirm the booking for the freight elevator.
- Confirm the booking for the moving company.
- Defrost and air dry the deep freezer.

Two Days Before the Move:

- Do your last laundry. Disconnect and drain the washing machine.
- Disconnect, defrost and air dry the fridge.
- Protect delicate furniture with a thick coat of wax.
- Double check that all valuables have been accounted for.

One Day Before the Move:

- Make sure you have gathered together all the keys for the new owners (don't forget garage and shed keys).
- Pack all of the items that you will take with you personally. Mark them "Do not load For Car".

Don't Forget...

Moving Out:

- Lay down plastic sheets to minimize dirt in the house.
- Lead the packers around the house and make sure they understand all of your instructions.
- Do a final check for forgotten items.
- Check inventory for number of boxes-break down room by room.
- Check movers Bill of Landing against your inventory.
- Clearly label and leave all the spare keys, and the code for the security system if you have one, inside the house, unless otherwise arranged.

Moving In:

- Get to the house before the movers. Arrange to take bread, coffee, etc. with you.
- Verify that the utilities have been turned on.
- Lay down plastic sheets to minimize dirt.
- Hang up curtains if possible
- Find your floor plan and give copies to the movers.
- When your goods arrive, look at each item carefully as it is put in place and check off your inventory.
- Note any damage. You won't be able to check goods which have been unpacked, so above your signature on Bill of Landing, write "subject to loss or damage".

People you may want to notify about your new address:

- | | |
|---|---|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> Alumni Association | <input type="checkbox"/> Employers |
| <input type="checkbox"/> Programs | <input type="checkbox"/> Frequent Flyers |
| <input type="checkbox"/> Appliance Service | <input type="checkbox"/> Insurance Companies |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Investment Companies |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Lending Institutions |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Magazine Subscriptions |
| <input type="checkbox"/> Book Clubs | <input type="checkbox"/> Newspapers |
| <input type="checkbox"/> Catalog Merchants | <input type="checkbox"/> Post Office |
| <input type="checkbox"/> Charitable Organizations | <input type="checkbox"/> Physicians |
| <input type="checkbox"/> Church/Synagogue | <input type="checkbox"/> Stockbroker |
| <input type="checkbox"/> Credit Cards | <input type="checkbox"/> Veterinarian |
| <input type="checkbox"/> Dentist | |