



YOUR PERSONAL MOVING CHECKLIST



Moving Tips

- Begin packing as early as possible.
- When packing, go room by room.
- Make a list of what's in each box and label all boxes by room so the movers know where to put them.
- Cushion the bottom and sides of boxes first.
- Pack heavy items in smaller boxes, light items in larger boxes. Packed boxes should not exceed 30 pounds.
- Fill your washer and dryer with clothes, linens, and other light items.
- Wrap and secure cords to electrical appliances.
- Use rope or elastic to secure furniture doors and drawers instead of tape, which can cause damage.
- If you have children, include them in the process by letting them help you pack their toys.
- Maps, food and drinks should be kept in an easy-to-find place when you pack so that they are handy for moving day.
- Consider keeping moving day essentials in a separate box including basic toolkit, extension cords, pail and rags, cleansers, paper towels, toilet paper, kitchen basics such as disposable plates, cups and spoons, coffee maker and coffee.

"Do Not Ship" List

When packing, **never** include jewelry, important papers, and prescription medicine. These items should stay with you. Never pack anything that is poisonous, flammable, corrosive or perishable. Such items include, but are not limited to, the following:

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| <input type="checkbox"/> Aerosol cans | <input type="checkbox"/> Live plants |
| <input type="checkbox"/> Cleaning chemicals | <input type="checkbox"/> Matches |
| <input type="checkbox"/> Fire extinguisher | <input type="checkbox"/> Paint thinners |
| <input type="checkbox"/> Food in glass jars | <input type="checkbox"/> Paints / varnishes |
| <input type="checkbox"/> Fuels / oils | <input type="checkbox"/> Perishable goods |
| <input type="checkbox"/> Insecticides | <input type="checkbox"/> Pressurized tanks |
| <input type="checkbox"/> Lighters | <input type="checkbox"/> Propane tanks, empty or full |
| <input type="checkbox"/> Liquid bleach | |

Prepare Appliances For Moving

Refrigerator

The slightest bit of moisture in a warm, enclosed space is enough to cause growth of mould and mildew with a resultant musty odour and stains that are difficult, if not impossible to remove. To prevent this, defrost the refrigerator, drain dispenser, ice maker, and evaporator pan. Clean as thoroughly as possible. Rinse all surfaces with baking soda solution. Leave door open for a minimum of 24 hours before loading. Before closing, sprinkle inside with baking soda.

Freezer

After contents have been removed, clean, rinse with baking soda, air dry and sprinkle the interior with baking soda. (Note: For short, in-town moves, you may be able to leave food in freezer, keeping lid closed; check with your mover).

Washer

Disconnect and drain hoses. Rinse and air dry appliances. When reconnected, run washer (without clothes) through wash sequence adding bleach or baking soda to the water.

Any water left in the washer when moved during cold weather may freeze and damage the unit. After delivery, allow it to reach room temperature before filling with hot water – which may require up to 24 hours in extremely cold weather.

Stove

Clean thoroughly. Grease left in and on a stove will turn rancid and gummy, catch dust and leave spots on any items that touch it.

Television Sets & Radios

Ordinarily these require no servicing.

Minor Appliances

Each should be cleaned and free from food particles and grease before being packed. Follow cleaning instructions in the "Owner's Use and Care Manual" for each appliance.

Pendulum Clocks

The pendulum must be secured so that it will not swing.

Packing Tips

- Collect boxes and cushioning material such as bubble wrap, Styrofoam pellets, furniture pads, old blankets, plastic bags, tissue paper, newspapers, and small towels to use as padding inside boxes.
 - Create a “portable packing kit” with marking pens, a tape measure, packing tape, string, and scissors. Carry it with you as you pack up items around your home.
 - Reinforce the bottom of boxes with extra tape for added strength.
 - Number the boxes and keep a list of which boxes go in which room in your new home.
 - Label boxes containing fragile items with large red lettering.
 - Place china in plastic bags and stack plates upright on their sides, not flat.
 - Pack your TV, stereo, computer, and other electronics in their original boxes whenever possible.
 - Clearly label box with bedding and linens so that you can quickly and easily make the beds once in your new home.
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8 Weeks Before Moving

- Start researching your new community. The Internet is a great resource for finding online community guides and newspapers.
- Sort through your belongings to reduce the number of things to move.
- Have a garage sale or donate items you no longer need. Remove and dispose of unnecessary possessions.
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company. (See “Buyer Beware”)
- If you’re moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you’re driving to your new home plan your travel route.
- Start a file with all moving-related papers and receipts. Some moving expenses are tax deductible. Check the current tax code for requirements.
- Place your legal, medical, financial, and insurance records in a safe and accessible place.

- Get floor plan (with room dimensions) of your new home to help you decide which furnishings you want to keep and which room they will go in.
- Arrange to have school records transferred to your children's new school district and/or daycare.
- Start compiling medical and dental records—including prescriptions and shot records. Ask your doctor if they can refer you to a care provider in your new city.
- Contact the Chamber of Commerce or local Welcome Wagon to request their 'new resident packet'.
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6 Weeks Before Moving

- Secure off-site storage, if needed.
- Contact your homeowner's insurance agent about coverage for moving and secure, if necessary (if you have not yet done so). If not covered, then purchase from moving company.
- Contact insurance companies (auto, homeowner's, medical, and life) to arrange for coverage for your new home.
- Get copies of any legal and financial records you need.
- Arrange for veterinarian records to be transferred.
- Contact health clubs or other organizations you have joined. Ask how to move, sell, or end your membership.
- Make a list of things that are valuable or difficult to replace. Plan on shipping these by certified mail or carrying them with you.
- Subscribe to the newspaper in your new hometown to start learning about events and the local culture.
- Plan for short-term or long-term storage at destination if needed.
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4 Weeks Before Moving

- Create a file of important papers, such as auto license, any medical, dental and school records; birth certificates; wills, deeds, stock certificates, insurance records, and other financial documents.
- Start packing items that aren't regularly used such as off-season clothes, decorations and items in storage areas (garage, attic, basement and closets).
- Make travel arrangements for your pets. Don't forget to include necessary medical and immunization records.
- If you're driving, get your car tuned up.
- Send items (rugs, drapes, clothing, quilts, and bedding) to the cleaners.
- If moving from an apartment, arrange for refund of your security deposit.
- Inform the post office of your upcoming move.
- Send a Moving e-Card to your friends and family to let them know where you are moving to or to invite them over to help.
- Advertise and host your garage sale.
- Send change of address notices with your new contact information to:
 - Banks, insurance companies, credit card companies, and other financial institutions
 - Magazines and newspapers
 - Doctors, lawyers, accountants, financial planners and other service providers
 - Workplace colleagues and other business associates
 - Schools and libraries
 - Provincial and federal tax authorities and any other government agencies as needed (e.g. CPP, OHIP, Revenue Canada, Disability, etc.)
 - Vehicle registration/motor vehicle office
 - Place of worship
 - Health club and community centres

- Schedule disconnection of all utility services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. Arrange for final readings and bills, and if you have “last month” deposits with services such as the hydro or gas company, request your refund.

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|---|------------------------------------|
| <input type="checkbox"/> TV/Cable | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Water |
| <input type="checkbox"/> Internet service | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Natural gas | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Heating oil | <input type="checkbox"/> _____ |

3 Weeks Before Moving

- Confirm your travel reservations, and make any outstanding travel plans, if necessary.
- Make arrangements with condo or home owner’s association to reserve elevator usage time if moving into or out of a high-rise building.
- Begin using things that can’t be moved, such as frozen foods, bleach, and aerosol cleaners.
- Arrange for child care and pet care (if necessary) on moving day.
- Decide if you will keep your plants or give them away. Remember plants cannot be loaded into a moving truck.
- Dispose of flammables, corrosives and poisons.
- Prepare auto registration to be transferred.
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2 Weeks Before Moving

- Contact your moving company and review arrangements for your move.
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day.
- Notify any creditors of your move.

- Arrange to close or transfer your bank account, if appropriate. Pick up items in your safety deposit box.
- Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.
- Assemble a folder of important information about the house for the new owner of your home.

1 Week Before Moving

- Pick up items from the cleaners, repair shops or borrowed items from friends.
- Pack a survival kit of clothes, medicines, bottled water, special foods, etc. to carry you through the day while you unpack in your new home.
- Finish packing all boxes minus what you'll need in the final week.
- Back up important computer files.
- Designate several moving boxes and items as "last load" items. These might include your vacuum cleaner and bed sheets.
- Drain water hoses.
- Fill any prescriptions or medications you will need for the next couple of weeks.
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1—2 Days Before Moving

- Pad corners and stairways of house.
- Lay down old sheets in the entry and hallways to protect floors (moving company may do this in their services).
- Remove hanging fixtures.
- If you are driving, check oil, tire pressure, and gas in your car.
- If you are moving yourself, pick up the rental truck and a dolly to move heavy boxes.
- If you are flying, make sure you have tickets, passports, charge cards and other essentials.
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Moving Day

Carry with you:

- The keys to your new home.
- A map of your new town and directions to your home.
- The telephone number of the moving company.
- Cash or traveler's cheques.
- Documentation related to the sale of your home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing to get by if the movers are late.
- Any items of great personal value to you that are virtually irreplaceable.
- Back-up copies of important computer files.
- Sheets, towels and personal hygiene items for the first night in your new home.

Make sure to:

- Check every room, closet and cabinet one last time before deciding if everything is loaded.
- Take note of utility meter readings.
- Leave a note with your new address in the house so that future residents can forward any stray mail.
- Keep a friend or family member informed of your plans and "whereabouts" in case of an emergency or unforeseen event.
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Arrival Day

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers. Note any damages on the inventory sheet.
- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.
- If your items are being shipped, you are likely to arrive at your new home ahead of your shipment. Take this time to look things over and to ensure your utilities have been connected.

- Check appliances and systems to ensure all are working properly, and arrange for repairs if necessary.
- Verify that your mail is being delivered to your new address and pick up any mail being held.
- Plan to be present when the movers arrive.
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After the Move

- Keep all receipts and documentation in your move file and store the file in a safe place. Be sure to include your Bill of Lading and delivery receipt. You'll be glad to have everything in one place at tax time.
- Get a new driver's license and new license plates (if moving to another province or to the U.S.) for your automobile.
- Register to vote.
- Contact the local paper for a new subscription.

Additional Notes

Buyer Beware!

Nowhere is there a stronger case for “Buyer Beware” than in the moving industry. Watch out for “rogue” movers who may over-charge, break promises and have unfair practices.

According to the Canadian Association of Movers, 60% of all moves take place between June and September, and as such, many of the “better” companies fill up by early spring.

When selecting a moving company, ask family and friends for recommendations. Call at least two companies for quotes. You can expect professional movers to come to your home, discuss your move in detail, and provide recent references. Check their references, including the Better Business Bureau, especially if you didn't find the mover through a personal recommendation.

Before selecting your mover, confirm that the company is insured and provides coverage for your belongings. You may need to buy more or specialized coverage for certain items such as antiques, musical instruments, and works of fine art. Contact your homeowners insurance company to see if your policy also covers moving.

Unfortunately, some less reputable companies take advantage of consumers by offering cut-rate prices, making unrealistic promises, inflating the price on moving day and holding the household possessions for ransom. There are also individuals who set themselves up as move brokers for the busy season and trawl for customers online or through other forms of advertising. They take no responsibility for the level of service delivered.

Some ‘red flags’ to watch out for are movers with a cell phone number only and no physical address, movers who only accept cash or don't pay tax, or movers who refuse to do a visual survey.

When hiring a moving company, do your due diligence to determine exactly who you are dealing with and what resources they have before you invest your money. After all, you are entrusting your most valuable possessions to them.

