

## Moving Checklist

### A Smooth Move:

- Prepare a file to keep receipts of moving expenses; you may be able to claim some for tax purposes depending on how far you are moving and why you are moving.
- Get written estimates from at least two moving companies.
- Go through everything and donate what you no longer need to charity - moving cost is by weight so don't take what you don't need.
- Get packing paper, boxes, pens and tape.
- Transfer the utilities out of your name.
- Change of address for Canada Post, newspapers, magazines, clubs, organizations, doctors, friends and family, services and your insurance company.
- Order new cheques from the bank with your new address.
- Notify the outbound and inbound schools.
- If moving into or out of an apartment, book the elevator.
- Return all items you have borrowed and get back what you have loaned.
- Plan and start early!

### Here is a detailed moving check list:

<b>Task</b>	<b>Due Date</b>	<b>Check</b>
Get estimates from moving companies and arrange method of payment	ASAP	
Get packing paper, pad for inventory, and marking pens, boxes, and twine for packing belongings	25 days prior	
Notify Existing Water Company	25 days prior	
Notify Cell Phone Company	25 days prior	
Notify Housecleaning Service	25 days prior	
Notify Vehicle Registration and Licensing Agency	25 days prior	
Notify Existing Internet Supplier	25 days prior	
Notify New Internet Supplier	25 days prior	
Complete Change of Address form with Canada Post	25 days prior	
Notify Lawyer	25 days prior	
Notify Finance Companies	25 days prior	
Arrange for a yard sale for unnecessary belongings	25 days prior	

Notify New Gas/Oil company	25 days prior	
Notify Alarm Service	25 days prior	
Notify Existing Cable/Satellite Company	25 days prior	
Notify New Cable/Satellite Company	25 days prior	
Notify Credit Cards	25 days prior	
Notify Schools	25 days prior	
Notify Magazines	25 days prior	
Notify Book & Music clubs	25 days prior	
Notify Doctor	25 days prior	
Notify Dentist	25 days prior	
Notify Canadian Revenue Agency (CRA)	25 days prior	
Notify New Electric Company	25 days prior	
Notify Existing Electric Company	25 days prior	
Notify Garbage (special pick-up)	25 days prior	
Notify Existing Telephone Company	25 days prior	
Notify Loan Institutions	25 days prior	
Notify Loyalty Programs	25 days prior	
Notify Library	25 days prior	
Notify Newspapers	25 days prior	
Notify Catalogue Subscriptions	25 days prior	
Notify New Water Company	25 days prior	
Notify Existing Gas/Oil Company	25 days prior	
Notify Non-government Supplementary Health Plan	25 days prior	
Notify Insurance Agencies	25 days prior	
Arrange for work that has to be done at new home	25 days prior	
Notify New Telephone Company	25 days prior	
Verify your moving in date with your new landlord	15 days prior	
Collect items being cleaned, repaired, stored and loaned to friends	15 days prior	
Check to make sure you have returned all rented items	15 days prior	

Check to make sure you have returned all borrowed items and get back any items you have loaned	15 days prior	
Clean Rugs and Drapes	5 days prior	
Take down any items that have been excluded in your contract	5 days prior	
Prepare a list of items you'll need immediately at destination, such as a flashlight, light bulbs, toilet paper, cleaning supplies, snacks and drinks	5 days prior	
Get utilities turned on, or meters read	5 days prior	
Collect all keys including garage and shed for new owner	1 day prior	
Leave garage door openers for new owner	1 day prior	
Leave all manuals, warranties and guarantees for new owner	1 day prior	
All Meters Read	Moving Day	
Lights Turned Off	Moving Day	
Keys left as agreed with new residence	Moving Day	
Windows and doors locked	Moving Day	
Double check rooms, closets, drawers, shelves, outdoor areas and garage to make sure you've taken everything	Moving Day	
Make sure you have your Medical and Dental records	Moving Day	
Furnace turned down or off	Moving Day	
Get appliances hooked up	Moving Day	
Give your new phone number and an alternate contact to your mover before they leave	Moving Day	
List claims for lost or damaged articles	Moving Day	
Make sure you have your Insurance policies	Moving Day	
Make sure you have your moving related documents	Moving Day	
Check to see appliances (refrigerator, freezer, washer and dryer, etc.) are working	Moving Day	