

# Your Moving Checklist



Moving doesn't have to be overwhelming. To ease the process, we've compiled a comprehensive checklist, complete with a timeline to organize every task. By following this guide, you'll be thoroughly prepared, enabling a smooth and minimally stressful moving experience.

## 4-8 WEEKS

- ☐ Notify your Landlord if you have been renting
- ☐ Book a moving company! Do not put this off
- ☐ Start sorting and disposing of unwanted items
- ☐ Donate unwanted items
- ☐ Make an inventory of everything that needs to be moved
- ☐ Sign up for mail forwarding with Canada Post
- ☐ Contact insurance company to transfer policies (life, homeowners)
- ☐ Prepare a list of friends, family, Government services, business firms, employer, banks, credit card providers and personal accounts that should be notified of your upcoming move
- ☐ If you are moving into a strata situation, ensure you contact strata to book the moving elevator and to confirm parking arrangements for the truck
- ☐ Arrange cut off/activation dates for utility companies such as telephone, cable, gas/electricity/water

## 2 WEEKS PRIOR TO MOVE

- ☐ If you haven't already done so, purchase moving supplies (boxes, tape)
- ☐ Start packing items that aren't part of your day to day living, ensure you label your boxes with description of items, location in home they need to go, and whether the items are fragile or need additional care
- ☐ Remove pictures, wall hangings from the wall. Patching and painting any holes is a nice gesture
- ☐ Make a plan to dispose of flammables that can't be transported such as: Aerosol cans, cleaning fluid, ammunition, fireworks, household liquids, oil cans, paint/thinner, propane tanks

## 1 WEEK PRIOR TO MOVE

- ☐ Check furniture for dents and scratches (take pictures of items)
- ☐ Disassemble bedroom sets to save time
- ☐ Label items that you need to access easily
- ☐ Have rugs/drapery cleaned
- ☐ Clean out the refrigerator, plan to defrost and dry the day of the move

- ☐ Drain equipment: water hoses, propane tank, gas/oil lawnmowers
- ☐ Ensure you have a day/time scheduled to have utilities turned on at your new home
- ☐ Make a plan to transport house plants and breakables
- ☐ Confirm travel arrangements for family and pets

## DAY OF MOVE

- ☐ Designate boxes and items as "last load" items
- ☐ All loose items are packed into boxes and secured
- ☐ All electronics are unplugged from a power source. Plasma TV's should be unplugged the day before so they are at room temperature on move day
- ☐ Ensure all boxes are now labelled with a description of the items, their location in the new home and whether they are fragile or not
- ☐ All contents are removed from appliances
- ☐ All items are removed from the tops of furniture
- ☐ All linens removed from beds
- ☐ Check all rooms, closets and cabinets

## PREPARE AN ESSENTIAL ITEMS BOX. SOME EXAMPLES WOULD BE:

- |                                                               |                                                                                     |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="radio"/> Toilet paper                            | <input type="radio"/> Towels                                                        |
| <input type="radio"/> Snacks/instant coffee/<br>bottled water | <input type="radio"/> All purpose cleaner                                           |
| <input type="radio"/> Scissors/pocket knife                   | <input type="radio"/> Mug/plate/cutlery                                             |
| <input type="radio"/> Garbage bags                            | <input type="radio"/> Shower curtain                                                |
| <input type="radio"/> Change of clothes                       | <input type="radio"/> Important records/<br>documents                               |
| <input type="radio"/> Dish soap and towel                     | <input type="radio"/> Valuable items that you<br>want to keep in your<br>possession |
| <input type="radio"/> Pet food and bowl                       |                                                                                     |
| <input type="radio"/> Flashlight                              |                                                                                     |
| <input type="radio"/> Portable tool kit                       |                                                                                     |

## BEFORE LEAVING THE HOUSE ENSURE THAT YOU:

- |                                                            |                                                                                    |
|------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="radio"/> Clean the home for the<br>next owner | <input type="radio"/> Close and lock all the<br>windows                            |
| <input type="radio"/> Shut off the water                   | <input type="radio"/> Check each room to ensure<br>nothing has been left<br>behind |
| <input type="radio"/> Shut off the A/C                     | <input type="radio"/> Surrender house keys                                         |
| <input type="radio"/> Shut off all the lights              |                                                                                    |