

## **Moving checklist**

- Prepare a file to keep receipts of moving expenses and reimbursements for tax deductions
- Get estimates from moving companies and arrange method of payment.
- Call Charities for pick up of unwanted clothes.
- Repair minor damages to home
- Transfer or resign club memberships.
- Get packing paper, pad for inventory, and marking pens, boxes, and twine for packing belongings.
- Ask your bank to transfer your accounts to the branch nearest your new location.
- Notify existing Water company
- Notify Lawn/garden services
- Notify Cell Phone company
- Transfer Pet's licenses
- Notify Housecleaning service
- Notify Vehicle registration and licensing agency
- Notify existing Internet Supplier
- Notify new Internet Supplier
- Complete Change of Address form
- Notify Lawyer
- Notify Finance companies
- Arrange for a yard sale for unnecessary belongings.
- Notify new Gas/Oil company
- Notify alarm service
- Notify existing Cable/Satelite company

- Notify Credit cards
- Notify Diaper service
- Notify Schools
- Notify Magazines
- Notify Book & music clubs
- Notify Doctor
- Notify new Cable/Satelite company
- Notify Dentist
- Notify Canadian Revenue Agency (CRA)
- Assure you have adequate insurance for goods in transit.
- Notify new Electric company
- Notify existing Electric company
- Notify Garbage (special pick-up)
- Notify existing Telephone company
- Notify Loan institutions
- Notify loyalty programs
- Notify Library
- Notify Newspapers
- Notify Catalogue Subscriptions
- Notify new Water company
- Notify existing Gas/Oil company
- Notify Non-government supplementary health plan
- Notify Insurance agencies

- Arrange to transport pets.
- Arrange for work that has to be done at new home.
- Notify new Telephone company
- Notify Veterinarian
- Plan a going-away party for your children and their friends.
- Verify your moving in date with your new landlord/estate agent.
- Plan a going-away party for you and your friends
- Prepare a floor plan of your new home and make extra copies.
- Collect items being cleaned, repaired, stored and loaned to friends.
- Check to make sure you have returned all rented items.
- Arrange care for young children during the busy days of packing, loading and moving in.
- Return library books.
- Arrange care for your pets during the busy days of packing, loading and moving in.
- Use up perishable foods.
- Pack your former town's phone book for future correspondance
- Set aside and label items such as luggage that you do not want packed or moved.
- Arrange to have sufficient cash and/or travellers' cheques to cover expenses until you're in your new home.
- Drain fuel from the lawnmower and other machinery. Safely dispose of all gasoline, matches, paints, aerosol cans listed in our booklet Handling Dangerous Goods.
- Clean rugs and drapes.
- Take down any fixtures fastened to wall.
- Set aside things you will carry in car in carton marked "Do not load".
- Take down curtains, blinds, rods, shelves. Unfasten any fixed carpets that are to be moved.
- Prepare a list of items you'll need immediately at destination, such as a flashlight, light bulbs, toilet paper, cleaning supplies, snacks and drinks.

- Confirm hotel/ motel reservations for your trip.
- Get utilities turned on, or meters read.
- Clean fridge one day before move; clean stove.
- Make sure you have your Passport(s)
- All meters read
- Lights turned off
- Keys left as agreed with new residence
- Make sure you have your children's school records.
- Make sure you have your Automobile ownership.
- Windows and doors locked
- Double check rooms, closets, drawers, shelves, outdoor areas and garage to make sure you've taken everything.
- Make sure you have your Medical and Dental records.
- Furnace turned down or off
- Get appliances hooked up.
- Give your new phone number and an alternate contact to your mover before they leave.
- List claims for lost or damaged articles.
- Make sure you have your Insurance policies.
- Make sure you have your moving related documents.
- Check to see appliances (refrigerator, freezer, washer and dryer, etc.) are working.