

Moving Checklist

One month before your move [Date_____]

- Clean out your closets, basement, locker and garage. Donate unused items to your favorite charity or have a garage sale to help pay for some of your move. (Can't decide whether to sell it or move it? Consider how much you could sell it for versus what it will cost to ship it.)
- Get packing supplies; tape, boxes, tissue paper, bubble wrap, markers.
- If this is a big move, start packing items of no use prior to your move. Pack up things like photo albums, books, and seasonal decorations.
- If you're packing items that will go in storage, make itemized lists of each box and its contents.
- Start a log of moving expenses and keep all your move-related receipts. Some items may be tax deductible.
- Find a reputable mover. If you're hiring professional movers get written estimates from at least two moving companies; include their written commitment of pickup and delivery dates. Ask for and check references. Check the limits of insurance they offer and whether or not it covers replacement costs. Purchase additional insurance if you need it. **Please tell me about your mover's level of service when your move is complete. I'd like to refer movers to clients who provide great service.**
- Arrange to transfer your household insurance to your new home.
- Advise regular trades people and services (gardener, housecleaner, water delivery) if you're moving out of their service area. Look into services for new home.

Two weeks before your move [Date_____]

- Arrange for disconnection or transfer of your BC Hydro service.
- Arrange for disconnection or transfer of other utilities (gas, cable, phone, security company). Get new phone number.
- Contact the post office to have your mail forwarded.
- Order cheques with your new address & phone number.
- Stop or transfer newspaper and other home deliveries.
- Advise friends, family and professionals of your new address and phone number. (Don't forget your doctor, dentist and other medical professionals, schools, library, accountant, financial advisor, credit card companies, Canada Customs & Revenue (Revenue Canada), Motor Vehicle Branch, frequent flyer plans, your employer, medical plan, magazine and other subscriptions.)

One week before your move [Date_____]

- Clean your home or arrange for a cleaning service.
- Confirm delivery address, phone number and delivery date with the movers.
- Clean out and defrost the freezer.
- If you're moving to another city, pick up dry cleaning, prescriptions, photos or anything else left outside your home.
- Clean out school or gym lockers.
- Return library books.

A few days before your move [Date_____]

- Complete packing of all household goods for the move. Make sure boxes are clearly marked with the room they will go in, as well as "Fragile" if necessary.
- Place important documents in a safe box that you will carry. Include home purchase/sale papers, will, financial records, passports, birth certificates. Mark "Do Not Move" on the box; move this box yourself.
- Prepare an "open first" box with towels, bedding, basic kitchen and bathroom supplies, toys or games for your children, tools (hammer, screwdriver) to set up furniture. **Glasses and a bottle bubbly never hurt.**
- Label all keys for new occupants
- Place all appliance manuals & warranties, etc in one place for the new occupants.

Moving day. [Date_____]

- Keep phone connected or have a cell phone in case you need to contact your movers, etc.
- Carefully supervise the move. Make sure your instructions are understood, and that boxes are delivered to the right rooms.
- Check all the rooms and closets to make sure you haven't left anything behind.
- Turn down the thermostat.
- Lock up and leave labeled keys with the landlord, new owners or real estate agent.
- Arrive at your new home before the movers. Show the movers where to put boxes and furniture.
- Check that you've been given keys to every lock in your new home.
- Carefully review the movers' bill of lading before signing. Check for damaged items.
- At your new home, make sure the utilities are on and working properly.
- Unpack your "open first" box. Set up your bed; unpack the kitchen and bathroom to help you feel at home. Don't forget that bubbly to celebrate your arrival.
- Relax, order dinner in, and take a long hot bath or shower.

After your move

- Unpack, then donate or flatten and recycle boxes.
- Change the address on your driver's license and car insurance.
- Plan your housewarming party or have someone do it for you.