



## THE ULTIMATE MOVING TO DO LIST

### EIGHT WEEKS UNTIL MOVING DAY

- DO YOUR RESEARCH. REQUEST A QUOTE FROM A HANDFUL OF LOCAL MOVING COMPANIES AND MOBILE STORAGE CONTAINER RENTAL COMPANIES TO WEIGH UP YOUR OPTIONS. ASK FRIENDS FOR PACKING AND MOVING TIPS AND OPINIONS ON LOCAL MOVERS.
- CREATE A MOVING BINDER. THIS WILL BE THE HOME FOR ALL YOUR RECEIPTS, RECORDS, INVENTORY LIST, AND OF COURSE A COPY OF YOUR MOVING HOUSE CHECKLIST!
- CREATE A BUDGET FOR MOVING EXPENSES.
- SORT AND PURGE! GO THROUGH ALL YOUR BELONGINGS AND SORT ITEMS TO KEEP, DONATE, SELL, AND THROW AWAY.
- DONATE TO A LOCAL CHARITY OR HOLD A GARAGE SALE. TAKE ITEMS YOU ARE THROWING OUT TO A RECYCLER OR DUMP.
- RESEARCH YOUR NEW COMMUNITY.
- CHECK WITH YOUR EMPLOYER ABOUT MOVING EXPENSE BENEFITS. SOME OF YOUR MOVING EXPENSES MAY BE COVERED OR MAY BE TAX EXEMPT.
- GET A FLOOR PLAN OF YOUR NEW HOME. TAKE DETAILED MEASUREMENTS.
- MAKE ANY REPAIRS YOU HAVE COMMITTED TO FINISHING BEFORE YOUR MOVE.

### SIX WEEKS UNTIL MOVING DAY

- GET PACKING SUPPLIES (BOXES, TAPE, STUFFING, PADDING, PERMANENT MARKERS, ETC.)
- START COOKING WITH ANY STORED FOOD.
- SCHEDULE DISCONNECTION OF UTILITIES (PHONE, INTERNET, CABLE, WATER, GARBAGE, GAS, AND ELECTRIC).
- INFORM YOUR CHILDREN'S SCHOOL OF THE MOVE AND GATHER SCHOOL RECORDS.
- CONTACT YOUR INSURANCE AGENT TO SEE ABOUT ANY CHANGES TO YOUR POLICIES.
- CONTACT ANY CLUBS OR HEALTH CLUBS OR ORGANIZATIONS TO CANCEL OR TRANSFER MEMBERSHIPS.
- COMPILE RECORDS (MEDICAL, DENTAL, PRESCRIPTION, LEGAL, AND FINANCIAL) AND ASK FOR REFERRALS.
- RETURN RENTED OR BORROWED ITEMS TO THEIR OWNERS.
- INVENTORY ALL VALUABLE ITEMS. KEEP YOUR LIST IN YOUR MOVING BINDER.
- REMOVE ITEMS IN A STORAGE SHED OR ATTIC.
- LIST EVERYONE YOU NEED TO NOTIFY ABOUT YOUR MOVE (CREDITORS, SUBSCRIPTIONS, FAMILY, PROFESSIONAL CONTACTS, FRIENDS, ETC.)
- WILL YOU NEED MORE THAN A FEW HOURS TO MOVE? NEED THE FLEXIBILITY OF A FEW DAYS OR WEEKS TO MOVE? BE SURE TO LOOK INTO MOVING AND STORAGE SOLUTIONS THAT CAN BE DELIVERED, PICKED UP AND UNPACKED AT YOUR CONVENIENCE.

## ONE MONTH UNTIL MOVING DAY

- CHOOSE YOUR METHOD OF MOVING AND CONFIRM TIMELINES AND ARRANGEMENTS FOR YOUR MOVE.
- START PACKING BELONGINGS INTO BOXES. BEGIN WITH ITEMS YOU USE INFREQUENTLY. NOTE VALUABLE ITEMS THAT MAY NEED INSURANCE FROM THE MOVING COMPANY.
- LABEL BOXES. CLEARLY WRITE ON THE BOX WHICH ROOM IT IS DESTINED FOR AND ITS CONTENTS.
- SEPARATE VALUABLES TO BE MOVED PERSONALLY AND LABEL THE BOXES DO NOT MOVE.
- VISIT YOUR LOCAL POST OFFICE AND COMPLETE A "CHANGE OF ADDRESS" FORM.
- MAKE ANY SPECIAL TRAVEL ARRANGEMENTS FOR PETS.
- HAVE YOUR CAR SERVICED.
- CREATE A BOX FOR TOOLS OR PARTS YOU MAY NEED ON MOVING DAY.
- CREATE A LIST OF SERIAL NUMBERS FOR ELECTRONICS OR OTHER VALUABLE ITEMS.

## 2 WEEKS UNTIL MOVING DAY

- CONTINUE PACKING AND CLEANING AS YOU GO.
- ARRANGE TO BE OFF WORK ON YOUR MOVING DAY. NO NEED TO MISS WORK IF YOU HAVE RENTED A PORTABLE STORAGE CONTAINER.
- CLEAN OUT ANY SAFE-DEPOSIT BOXES.
- IF YOU HIRED A MOVING COMPANY, CONTACT AND RE-CONFIRM YOUR ARRANGEMENTS IN CASE OF DOUBLE BOOKINGS. IT HAPPENS MORE THAN YOU THINK.
- PLAN YOUR MEALS FOR THE LAST TWO WEEKS AND USE UP LEFTOVER FOOD.
- ASSEMBLE A FOLDER OF IMPORTANT INFO FOR THE NEXT HOMEOWNER.
- ARRANGE SOMEONE TO WATCH ANY SMALL CHILDREN ON MOVING DAY.
- PACK SUITCASES WITH PERSONAL ITEMS.
- FILL ANY PRESCRIPTIONS.
- NOTE ANY CURRENT DAMAGES TO YOUR FURNITURE. KEEP IN YOUR MOVING BINDER.
- IF TRAVELLING FAR, NOTIFY YOUR CREDIT CARD COMPANY OF THE RELOCATION.
- GET RID OF FLAMMABLES (PAINT, PROPANE, GASOLINE, ETC.) AND DRAIN GAS AND OIL FROM LAWN EQUIPMENT, HEATERS, ETC.

## A FEW DAYS UNTIL MOVING DAY

- WAKE UP WITH A SMILE.
- MAKE AN ACTION PLAN FOR MOVING DAY.
- SET ASIDE BOXES YOU WILL BE MOVING YOURSELF.
- CLEAN RUGS AND CARPETS AND HAVE THEM READY.
- MEASURE DOORWAYS AND FURNITURE.
- DISASSEMBLE FURNITURE IF POSSIBLE.
- DEFROST FREEZER AND CLEAN FRIDGE.
- PACK ESSENTIALS BOX TO KEEP WITH YOU FOR THE MOVE.
- PLAN FOR PAYMENT: HAVE YOUR CHEQUE, MONEY ORDER, OR CREDIT CARD READY AND IN YOUR ESSENTIALS BOX SO IT DOESN'T GET MISPLACED.
- PREPARE SPECIFIC DIRECTIONS TO NEW HOME IF YOU HIRED A MOVING COMPANY.

## MOVING DAY!

- VERIFY! MAKE SURE THE MOVING TRUCK THAT SHOWS UP IS FROM THE COMPANY YOU HIRED. UNFORTUNATELY, MOVING COMPANIES HIRE CONTRACTORS WHEN THEY ARE BUSY OR DOUBLE BOOK YOU.
- PLACE CARPET, FLOOR, AND DOOR FRAME PROTECTORS THROUGHOUT HOME.
- TAKE INVENTORY BEFORE THE MOVERS LEAVE. KEEP A COPY OF BILL OF LADING AND INVENTORY LIST WITH YOU.
- PERSONALLY SUPERVISE ANY HIRED LABOUR. SOME POSSESSIONS CAN BE PRICELESS!
- DO A WALKTHROUGH. CHECK EVERY ROOM AND CLOSET ONE MORE TIME.
- LEAVE A FORWARDING ADDRESS FOR THE NEW OWNER FOR ANY STRAY MAIL.
- LOCK WINDOWS AND DOORS, TURN OFF LIGHTS, TURN THE AIR CONDITIONER OFF, OR LOWER THE HEAT.
- WAVE GOODBYE!

