

# MOVING CHECKLIST

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## Before you move

- Make flow chart for days/weeks before move.
- Make daily schedules.
- Get estimates from moving companies and arrange method of payment.
- Get boxes or packing containers.
- Sell, give away, discard unnecessary belongings.
- Notify post office and send out changes of address cards to companies to inform of move: telephone, insurance, mail order clubs, book and record clubs, electric company, gas or fuel oil, property tax department, laundry, newspapers, magazines, doctor, dentist, community centre, lawyer, accountant, stockbroker, cable television, utilities, motor vehicle branch, vets, credit card companies, motor club.
- Transfer or resign club or association memberships.
- Get letter of introduction to church, new clubs.
- Get school records for transfer to new school.
- Make arrangements to move family, hotel reservations, plane tickets.
- Get all medical, dental, birth, baptism and marriage records.
- Transfer house, car, personal insurance records and check into auto licensing requirements.
- Check and clear tax assessments on your current property.
- Ensure that your moving out and moving in days do not conflict with other two parties involved.
- Check storage facilities.
- Collect and send out all items to be cleaned or repaired.
- Return all items borrowed; collect all items loaned.
- Arrange for connection and shutting off of utilities.
- Have your car prepared for the trip or arrange transport.
- Dispose of flammable items.
- Defrost and clean fridge one day before moving; clean stove.
- Have meters read.
- Make arrangements with caretakers, if renting.
- Use up perishable food.
- Arrange to transport plants, pets, fish and perishables.
- Clean rugs and drapes.
- Arrange for work that has to be done at new home.
- Get warranties and tips from previous occupants.
- Plan for children and pets on moving day.
- Get moving company appraisals of items for future claims.
- Check ---swimming pool equipment.
- Cancel cleaning service, pool maintenance, window cleaners, snow removal.
- Leave house clean for new occupants.
- Transfer prescriptions for drugs and eyeglasses.
- Transfer government or private health and hospital plans.
- Return library books.
- Cancel or pass on subscription tickets.
- Arrange money during move period.
- Investigate wills.
- Transfer stocks, bank accounts, contents of safety box.
- Ensure you have adequate insurance for goods in transit.

## International move checklist

- Consult immigration officials.
- Get birth certificates for everybody.
- Get vet certificates for pets.
- Arrange for language courses.
- Check currency requirements.
- Get duplicate keys for luggage.
- Take copy of documents left behind.
- Check import policies on cars, pets & plants.
- Check wardrobe if moving to new climate.
- Check new tax laws.
- Get passports and visas.
- Get work permits.
- Get customs exit and entry forms for pets and household goods.
- Get immunization records.
- Get medical certificates.
- Get certificates of registration.
- Get residence permit.
- Get international driver's license.
- Get marriage license, adoption papers.

## Cost checklist

- Check land transfer taxes.
- Check tax increases, deductions and exemptions for move.
- If the company is moving your family, check what they will pay for: hotels, meals, movers, house-hunting trips, transportation of family, moving insurance, storage, lawyers' fees, loss on house sale or rent, mortgage penalty, real estate commissions, overlapping expenses, travel for spouse prior to move, housing policy.
- Net revenue from selling or renting current home.
- Cost of new home.
- Check lawyers' fees.
- Check mortgage transfer.
- Will there be an increase in mortgage costs?
- Will there be a lapse in paycheques during move?
- Check movers' fee.
- Check other costs re: move transportation, food, kennels, sitter.
- Check living expenses in new community.
- Will you need a second car?
- Check new land taxes and personal taxes/exemptions.
- Renovations to new home.
- Maintenance costs of new home.
- Check real estate broker's fee if selling.
- Check penalty if lease broken if renting or subletting.
- Will there be an overlap of mortgage payments?

## Packing, storage checklist

- Get packing paper, pad for inventory, marking pens.
- Boxes or containers for packing.
- Heavy twine or masking tape.
- Empty gasoline from lawnmowers, outboard motors, etc.
- Remove batteries from toys or appliances.
- Mark cartons clearly as to contents and room to be put in.
- Set aside things you will carry in car in carton marked "Do Not Load."
- Mark clearly cartons you want loaded last, unloaded first.
- Take a telephone book with you.
- Tie or tape mops, brooms, curtain rods in bundles.
- Point out and mark especially fragile or delicate items.
- Carry currency, jewelry and valuable papers yourself.
- Do not overload drawers when packing items in dressers.
- Liquids in bottles should have tops secured.
- Blankets are best moved in large boxes: towels & pillows may be packed in dresser drawers.
- Large mirrors, glass table tops and valuable pictures can be crated.
- Books should be packed on edge in small boxes.
- Carton weight should not exceed 60 pounds.
- All boxes should be tied securely.
- Pack lampshades in boxes by themselves.
- Do not leave shelves loose in refrigerator or stove.
- Small appliances should be wrapped and packed in the bottom of boxes.
- Do not pack cleaning products in same box as food.
- Do not pack heavy articles on top of shoes.
- Place heavy china items at bottom of box; all flat pieces should be placed on edge.
- Small items should be packed in a small box inside a larger one.
- Move clothes in a wardrobe supplied by mover.
- Drapes can be moved in wardrobes too.
- Do not roll mattresses or rugs; leave for mover (special cartons).
- Do not wrap articles of furniture or tie with rope.
- Large power tools should be dismantled for moving.
- Leave furniture in place for movers to move.
- Take down any fixtures fastened to wall.

## Storage

- Check rates.
- Will same company move and store?
- Check security measures; conditions of storage area.
- Ensure that you have access to necessary items.

## Moving day

### Leaving:

- Be on hand for movers.
- Keep personal luggage away from movers.
- Arrange for a few favorite toys for children.
- Put all valuables in a safe place.
- Get floor plan of new home.
- Arrange for supplies for transition period.
- Make shopping list for first day.
- Get keys to new home.
- Have meters read.
- Disconnect telephone.
- Ensure doors and windows locked.
- Notify police and neighbours.
- Heat turned down.
- Have necessary papers, traveller's cheques, money, tickets, documents with you.
- Arrangements for sitter on arrival.
- Final check of cupboards, rooms, basement, garage, attic.
- Keep copy of mover's inventory with you or in a safe place in case of serious loss or damage.

### Arriving:

- Have children, pets elsewhere if possible.
- Be on hand for movers.
- Check off numbered boxes.
- Check each carton for damage or loss.
- List claims for lost or damaged articles.
- Check supply of heating fuel.
- Unpack everything.
- Get appliances hooked up.
- Get utilities turned on, or meters read.
- Plan for the day's meals or ask neighbours for nearest restaurant.
- Get kitchen and bedrooms set up first.

## Selling your house checklist

- Keep lawn trimmed and edged in summer.
- Clear ice and snow from walks and veranda in winter.
- Keep windows clean.
- Keep entrance and stairways clear.
- Ensure there is no clutter.
- Keep kitchen, bedrooms tidy.
- Keep bathrooms spotless.
- Give house thorough cleaning from top to bottom.
- Clear and clean out basement.
- Have all appliances, extras in good order.
- Repair defects that can annoy buyers (drippy taps, sticking doors, loose tiles).
- If possible, leave when salesperson is showing house.
- Do not accompany salesperson on inspection tour.
- Keep pets out of the house.
- Turn off radios, television, stereo.
- Do not discuss price with buyer; agent will do that.
- Turn on all lights to brighten rooms.
- Keep plants, flowers for cheery note.
- Leave furniture in place until house is sold.
- Don't set too high an asking price — consult your real estate agent.