

## Moving Checklist

Moving is a big job. Make it a little easier by using this checklist to ensure you remember the most important things involved with a move.

### Prior to Moving Day:

- ❑ Book the moving company. Call a few companies to obtain quotes before you book with one company. Determine whether you will pack yourself or have the movers pack everything, or just breakables
- ❑ Arrange for moving of special items (plants, piano, electronic equipment...) with a separate moving service, if necessary
- ❑ Arrange for mail forwarding with Post Office
- ❑ Call to update address information with:
  - ❑ Credit Card Companies
  - ❑ Store Credit Cards
  - ❑ Newspaper Delivery
  - ❑ Magazine Subscriptions
  - ❑ Insurance Company
  - ❑ Medical and Dental services
  - ❑ Professional Associations
  - ❑ Family
  - ❑ Friends
- ❑ Contact government departments to determine the best way to update information for:
  - ❑ Health Card
  - ❑ Drivers License and Automobile Registration
  - ❑ Government Departments from whom you receive cheques or bills
- ❑ Contact Telephone Company to arrange for change of service on the day you move
- ❑ Contact utilities companies (Gas, Electric, etc.) to arrange for service to be changed on the day you move
- ❑ Contact Internet and Email service provider to update information and arrange for change of service
- ❑ Contact Cable Television Company to arrange for new service
- ❑ Contact insurance companies (auto, homeowner's or renters, medical, and life) to arrange for coverage in your new home.
- ❑ Cancel contract service providers (House Cleaners, Landscapers, etc.). Arrange for service at new address.
- ❑ Begin to inventory and evaluate your possessions. Sell or donate unused items to a charitable organization rather than moving them
- ❑ Contact your moving company again a couple of days before moving day to confirm arrival time of the moving van, as well as to notify them of any last-minute details.

**If you own your present home:**

- ❑ Arrange to have gas, water, and electric meters read on the day you leave and have the bills forwarded to your new address
- ❑ Have your oil tank and electricity meters read before your sale closes, and provide a receipt to your legal professional if required.
- ❑ If the water heater or furnace is rented, arrange for a transfer of the rental agreement to the purchaser.
- ❑ Arrange to have your telephone and cable television disconnected on the day you move.
- ❑ Dispose safely of all flammable liquids, as it is illegal for movers to carry them.
- ❑ If appliances such as stove and refrigerator are included in sale make sure their instruction manuals are left in open view in room for new owners.

**If you rent your present home:**

- ❑ Give necessary written notice to your landlord and make arrangements for the return of any funds you have on deposit.

**If you are moving to a different town, far from your current location be sure to:**

- ❑ Contact the Chamber of Commerce or visitors and tourism bureaus in your new area for information about your new community
- ❑ Request a letter of introduction from your current bank branch to help establish new accounts.
- ❑ Transfer trust or bank accounts and securities.
- ❑ Cancel or transfer social, athletic, civic, religious or business affiliations and memberships.
- ❑ Collect all items out for cleaning, repair or storage such as dry-cleaning or mending
- ❑ Return library books and rented videotapes, etc.
- ❑ Withdraw the contents of your safety deposit box
- ❑ Make arrangements for the moving of your pets

**After You Move In:**

- ❑ Confirm garbage and recycling pickup day at new home
- ❑ Contact locksmith to change locks on all doors
- ❑ Enroll children into school
- ❑ Recycle moving cartons
- ❑ File Property purchase and closing papers where they will be easily found at tax time