

Moving Checklist

Eight Weeks Before Your Move

	Task to complete:
<input type="checkbox"/>	Clean everything out, including closets, drawers, attic, basement, cupboards and bookshelves. Sell, donate or discard items you don't want to take with you.
<input type="checkbox"/>	Consider planning a garage sale to sell unwanted items.
<input type="checkbox"/>	If you rent, notify your landlord of your move date.
<input type="checkbox"/>	Start gathering boxes, clean newsprint, bubble wrap, packing tape, marking pens, twine and labels.
<input type="checkbox"/>	Start storing in one place important documents such as financial, medical, legal, tax and school records.

If you are moving out of the area:

	Task to complete:
<input type="checkbox"/>	If you have pre-school children, contact daycare facilities in your new community to get on waiting lists.
<input type="checkbox"/>	Register your children in their new schools.
<input type="checkbox"/>	Set up a separate file to store receipts for moving costs in the event you can claim them as an income tax deduction.

Four to Six Weeks Before Your Move

	Task to complete:
<input type="checkbox"/>	If your appliances are not part of the selling agreement, decide whether to ship or sell them. Consider their age, colour and whether they will fit into your new home. Also consider if they will be compatible with your utilities (e.g. you have a gas stove but your new home is only set up for electrical appliances.)
<input type="checkbox"/>	Notify utilities both to shut off services in your existing home and to set up services for your new home. Be sure your phone service stays connected during moving day. See Utilities Checklist for more information.
<input type="checkbox"/>	Make a complete inventory of items to be moved.
<input type="checkbox"/>	Decide which plants you want to move.

<input type="checkbox"/>	Start using up frozen foods in your freezer as they CANNOT be safely shipped. Also start using up canned goods and other items in your pantry. If you don't eat them ahead of time you'll either have to pay to ship them or throw them out.
<input type="checkbox"/>	Notify any services you use (such as home security, landscaping or snow removal) of your move date.
<input type="checkbox"/>	Notify Canada Post, subscriptions and other correspondents of your change of address and move date. See Change of Address Checklist .
<input type="checkbox"/>	Start planning how you want to ship collectibles, antiques, valuables or other special items. See Special Moving Situations for tips.
<input type="checkbox"/>	Reserve temporary storage if necessary.

If you are moving out of the area:

	Task to complete:
<input type="checkbox"/>	Check your homeowners insurance and see if your insurance company has an office in your new community.
<input type="checkbox"/>	Notify any clubs to which you pay membership fees that you are moving. Ask if the membership can be transferred or if any portion of the fees is refundable.
<input type="checkbox"/>	If you have pets, consult with your veterinarian for advice on moving with your animal.

At Least Two Weeks Before Your Move

	Task to complete:
<input type="checkbox"/>	Advise newspapers and home cleaning services to discontinue services.
<input type="checkbox"/>	Clean out any school or gymnasium lockers.
<input type="checkbox"/>	Ask your physician(s) and dentist for referrals in your new location. If moving out of the area, arrange for the transfer of medical records and get copies of prescriptions.
<input type="checkbox"/>	Arrange for the transfer of any valuables you have. If moving out of the area, clean out the contents of your safe deposit box. Take these items with you or ship them with an insured, tracking courier service. It is strongly advised you do not ship these items with the moving company.
<input type="checkbox"/>	Start safe disposal of dangerous goods. Click here for a list of items you legally cannot ship.
<input type="checkbox"/>	If it's not already included in your bank account, see if you qualify for overdraft protection to cover any emergency costs you might incur.
<input type="checkbox"/>	If friends are helping you move, make sure they'll still be available for your moving day.

<input type="checkbox"/>	Return any library books.
<input type="checkbox"/>	Make moving-day baby-sitting arrangements for your children, especially if they are very young.

One Week Before Your Move

	Task to complete:
<input type="checkbox"/>	Contact your utility companies to confirm service stop and start dates. If renting, confirm your move-in date with your rental agent or landlord. Arrange to collect any outstanding utility or rental deposits.
<input type="checkbox"/>	Pick up any items you may have at the dry cleaners.
<input type="checkbox"/>	When packing, put linens and pillows in dresser drawers so they're available as you set up bedrooms.
<input type="checkbox"/>	Hang draperies you're moving lengthwise on hangers and place in a closet. If you're using movers, they will place them in wardrobe cartons.
<input type="checkbox"/>	Prepare an "emergency" box or bag for items to help you settle in quickly. See Preparing to Move for a list of things to include.
<input type="checkbox"/>	For your children, prepare a special kid's box or bag with toys, games, puzzles and snacks for moving day.
<input type="checkbox"/>	Defrost and clean your refrigerator and freezer at least 24 hours before move-out.
<input type="checkbox"/>	If moving out of the area, check to make sure that you have enough of your prescriptions to handle the move, plus an extra week's worth. Note your pharmacy's name, address and telephone number so you can get the prescription transferred to the new area.
<input type="checkbox"/>	Organize all manuals for appliances and other items remaining in the home for the new owners.

1 Day Before Your Move

	Task to complete:
<input type="checkbox"/>	Clear hazards and obstacles from walkways and driveway.
<input type="checkbox"/>	If you've hired packers, make sure someone is at home to supervise. Typically, packers arrive one day before the movers load the truck.
<input type="checkbox"/>	Pack the valuables you're taking with you.
<input type="checkbox"/>	Gather house keys and leave them as arranged with your real estate agent, landlord or lawyer.
<input type="checkbox"/>	Notify police and your insurance company if your home will be unoccupied after you leave.
<input type="checkbox"/>	Notify a close friend or relative of your plans in case of emergency. Provide them with contact numbers, including cell phone numbers and the telephone number of your new home.
<input type="checkbox"/>	Pick up drinks and snacks for the movers as well as for any other helpers.
<input type="checkbox"/>	Charge your cell phone so you always have phone access.

Move-out Day

	Task to complete:
<input type="checkbox"/>	Review your mover's bill of lading or inventory to ensure you agree with the listed conditions of your household goods. If there is any dispute, take photographs. Get a copy of the document before the truck leaves.
<input type="checkbox"/>	Pack items you're moving yourself into your vehicle.
<input type="checkbox"/>	Search every space-including closets, cupboards and drawers-and check the walls before the truck leaves to ensure nothing has been left behind.
<input type="checkbox"/>	Confirm the address, directions and expected time of arrival at the new location with the truck driver.
<input type="checkbox"/>	Turn down the thermostat (but not off) before you leave.
<input type="checkbox"/>	Lock windows and doors. Double-check to ensure appliances are turned off.

Move-in Day

	Task to complete:
<input type="checkbox"/>	Aim to arrive before the movers do-you may be charged for the time they spend waiting for you.

<input type="checkbox"/>	Immediately label each room with a sign so movers know exactly where to place furniture and boxes.
<input type="checkbox"/>	Check to see if utilities are on (if applicable). Check your phone number.
<input type="checkbox"/>	Check appliances, furnace and hot water heater to ensure they are working properly.
<input type="checkbox"/>	Check off each carton and household item on the inventory list as it is unloaded. Record the condition of items and list all missing or damaged items directly on the inventory list. IMPORTANT: Since you will probably do some unpacking after the movers leave, note on the inventory form that items are "subject to inspection for loss or concealed damage."
<input type="checkbox"/>	Unpack your emergency box first. Set up bedrooms and kitchen.
<input type="checkbox"/>	Congratulate yourself! You made it through the move! It's time to get settled and start enjoying your new home.