



Moving Checklist

Moving can be an overwhelming experience. We hope you will find the following checklist helpful in planning an organized and stress-free move.

Two months before your move:

- 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. Keep in mind that you can choose to have your movers pack everything, or just the breakables, or you can pack yourself. Also note that if you are purchasing a home, assume your closing will not occur until late in the afternoon, so please schedule your time accordingly with your movers.
- Don't be misled by rates-inquire about additional charges and methods used. Most movers charge a flat rate for one hour for transport time to the pick-up location and from the delivery location back to the truck's home base.
- If you're not using professional movers, book a truck.
- Clean out your closets, basement 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.
- If you rent your present home give necessary written notice to your landlord and make arrangements for the return of any money you have on deposit.

One month before your move:

- Arrange for disconnection or transfer of utilities (gas, cable, telephone, ISP, security company, water softener). Make arrangements for these items to be connected at your new residence on the day the sale closes.
- Arrange to transfer your household insurance to your new home.
- Start a log of moving expenses and keep all your move-related receipts. Some items may be tax deductible.
- Make special arrangements for the moving of your pets.
- Inform gardening, dry cleaning, garbage pick-up, housecleaner, pool service, and other home services of the move. Arrange for service at your new address.
- Cancel or transfer social, athletic, civic, religious or business affiliations and memberships.
- Arrange for transfer of medical, dental, prescription and optical records.

Two weeks before your move:

- Contact the post office to have your mail forwarded.
- Arrange to close or transfer your bank accounts. Order cheques with your new address & phone number.
- Stop or transfer newspaper, magazines and other home deliveries.
- Get your new home phone number.
- 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), frequent flyer plans, your employer, medical plan, magazine and other subscriptions).
- Book the elevators (if you're moving into or out of a high-rise). A security deposit is often required.

One week before your move:

- Make an appointment with Sangani Law Firm at (905) 890-9393 to review details and sign closing documents.
- Ensure you make arrangements to have the address on your driver's license and car insurance changed effective your move date.
- Call your real estate agent and arrange for a pre-closing inspection (if applicable).
- Contact your lender and ensure that funds are available.
- Clean your home or arrange for a cleaning service.
- Confirm delivery address, phone number and delivery date with the movers (either professionals or friends).
- 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:

- Arrange to have your gas, water and hydro meters read on the day you leave and forward the bill to your new address.
- Have the oil tank read and filled before your sale closes (unless stipulated otherwise in the offer).
- If the water heater or furnace is rented, arrange for a transfer of the rental agreement to the purchaser.
- 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 and jewelry in a safe box that you will carry. Include home purchase/sale papers, will, financial records, passports, and 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.
- Place all appliance manuals & warranties, etc in one place for the new occupants.

Move day:

- 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.
- Don't forget to also leave the code for the security system if you have one and the garage door opener.
- 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.

Sangani Law Firm