



# Planning a move checklist

A well-organized move can greatly reduce your stress and contribute to a great experience as you move into your new home. The following checklist can help you stay organized.

## 6-8 WEEKS BEFORE YOU MOVE

- Make moving arrangements with a moving company or moving truck rental company
- Draw out a floor plan of your new home to decide where your belongings will go
- Get packing supplies (tape, boxes, tissue paper, bubble wrap, markers, etc.)
- Clean out closets, basement, shed and your garage
- Advise post office of your new address and moving date

### Arrange change of address notices to:

- Phone company
- Insurance company – Arrange to transfer your household insurance to your new property
- Financial Institution and credit card companies
- Utility and cable/satellite providers – Make arrangements to start services on the date of your arrival at your new home

## 2-4 WEEKS BEFORE YOU MOVE

- Cancel or transfer newspaper, magazines and other home deliveries
- Reserve an elevator with your building superintendent if you're moving from a condo or apartment building

## 2-3 DAYS BEFORE YOU MOVE

- Complete all packing. Make sure that you've;
- Label boxes with the room they will go in
  - Place all important documents in a 'Safe Box' that you will transport personally
  - Prepare an 'Open First' box with the basic necessities for your first night
  - Label all keys for the new occupants
  - Conduct an initial visit to your new home to verify everything's okay

## MOVING DAY

### For your old home:

- Check all rooms and closets to make sure nothing has been left behind
- Ensure that all electrical devices are unplugged and the thermostat is turned down
- Turn off the toilet and hot water tank (if accessible)
- Leave labeled keys with the landlord, lawyer or real estate agent

### For your new home:

- Check that you have keys to all the locks in your new home
- Make sure that all utilities are working properly in your new home
- Provide movers with the floor plan
- Check the condition of each box or household item as it is unloaded and make note of any damages

## AFTER YOU MOVE

- Change your address on your driver's licence, car insurance and with your employer