

# Moving Checklist

An organized move is an easier move.  
Use this checklist to give yourself a head start.

Remember to notify the following:

## MOVING IN MOVING OUT UTILITIES & SERVICES

- | MOVING IN                | MOVING OUT               |                    |
|--------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Appliance Services |
| <input type="checkbox"/> | <input type="checkbox"/> | Cable T.V.         |
| <input type="checkbox"/> | <input type="checkbox"/> | Electric           |
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel               |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage            |
| <input type="checkbox"/> | <input type="checkbox"/> | Gas                |
| <input type="checkbox"/> | <input type="checkbox"/> | Telephone          |
| <input type="checkbox"/> | <input type="checkbox"/> | Water              |

## PERSONAL SERVICES

- |                          |                          |         |
|--------------------------|--------------------------|---------|
| <input type="checkbox"/> | <input type="checkbox"/> | Broker  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dentist |
| <input type="checkbox"/> | <input type="checkbox"/> | Doctor  |
| <input type="checkbox"/> | <input type="checkbox"/> | Lawyer  |

## ESTABLISHED BUSINESS ACCOUNTS

- |                          |                          |                   |
|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Banker / Banks    |
| <input type="checkbox"/> | <input type="checkbox"/> | Charge Accounts   |
| <input type="checkbox"/> | <input type="checkbox"/> | Credit Cards      |
| <input type="checkbox"/> | <input type="checkbox"/> | Department Stores |
| <input type="checkbox"/> | <input type="checkbox"/> | Diaper Services   |
| <input type="checkbox"/> | <input type="checkbox"/> | Drug Store        |
| <input type="checkbox"/> | <input type="checkbox"/> | Dry Cleaner       |
| <input type="checkbox"/> | <input type="checkbox"/> | Finance Companies |
| <input type="checkbox"/> | <input type="checkbox"/> | Laundry           |
| <input type="checkbox"/> | <input type="checkbox"/> | Service Stations  |
| <input type="checkbox"/> | <input type="checkbox"/> | Gardener          |

## LOCAL

- |                          |                          |         |
|--------------------------|--------------------------|---------|
| <input type="checkbox"/> | <input type="checkbox"/> | Library |
| <input type="checkbox"/> | <input type="checkbox"/> | Schools |

## MOVING IN MOVING OUT INSURANCE AGENCIES

- |                          |                          |                         |
|--------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Accident                |
| <input type="checkbox"/> | <input type="checkbox"/> | Business & Professional |
| <input type="checkbox"/> | <input type="checkbox"/> | Civic / Life            |
| <input type="checkbox"/> | <input type="checkbox"/> | Personal Property       |

## FEDERAL

- |                          |                          |                              |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Canada Pension Plan          |
| <input type="checkbox"/> | <input type="checkbox"/> | Family Allowance             |
| <input type="checkbox"/> | <input type="checkbox"/> | Old Age Security             |
| <input type="checkbox"/> | <input type="checkbox"/> | Post Office                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Unemployment Insurance       |
| <input type="checkbox"/> | <input type="checkbox"/> | Veteran Affairs              |
| <input type="checkbox"/> | <input type="checkbox"/> | Driver's Licence / Insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Health Card & Hospital       |

## PUBLICATIONS

- |                          |                          |                     |
|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Book & Record Clubs |
| <input type="checkbox"/> | <input type="checkbox"/> | Fraternal           |
| <input type="checkbox"/> | <input type="checkbox"/> | Magazines           |
| <input type="checkbox"/> | <input type="checkbox"/> | Newspapers          |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional        |

## PEOPLE & ORGANIZATIONS

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Athletic & Health          |
| <input type="checkbox"/> | <input type="checkbox"/> | Business & Professional    |
| <input type="checkbox"/> | <input type="checkbox"/> | Business Associates        |
| <input type="checkbox"/> | <input type="checkbox"/> | Church/Synagogue           |
| <input type="checkbox"/> | <input type="checkbox"/> | Civic                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Alumni                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Friends & Relatives        |
| <input type="checkbox"/> | <input type="checkbox"/> | Social Groups              |
| <input type="checkbox"/> | <input type="checkbox"/> | Employer (Human Resources) |

# Moving Countdown



## Two months before your move

Start going through your home and deciding what you want to move and what you want to get rid of. Note valuable items that will need special packing or extra insurance coverage, such as plasma TVs, computers and paintings.

Investigate moving companies and get estimates.

Start a moving folder to keep track of estimates and receipts.

## Six weeks before your move

Order boxes and packing supplies.

Start using up things you don't want to move (such as frozen and perishable foods) and cleaning supplies (such as bleach and aerosols) that are too dangerous to move.

Check the measurements of your new home. Make sure that you have enough room for your larger pieces of furniture and that you can get them through the door.



## One month before your move

Select your mover, confirm dates and get written confirmation of all the costs and details of your move.

Start packing, note items of special value. Purchase supplemental insurance from your moving company, or your personal insurance agent.

Go to your local post office and fill out a change-of-address form.

Alert the following about your move, either in writing, by phone or online:

- › Bank
- › Credit Card Companies
- › Brokerage Firms
- › Insurance Companies
- › Utility Companies
- › Human Resources Department at Work
- › Doctor, other Health Care Provider, Veterinarian
- › Magazine and newspapers you subscribe to
- › If you are moving out of the area, obtain copies of medical records or ask that they be forwarded to your new providers. Ask for referrals.

### NOTES:

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# Moving Countdown



## Two weeks before your move

Clear out your safety deposit box, and put the contents in a safe box you'll take in the car for your move.

Reconfirm the date and time with your movers.

## One week before your move

Fill any prescriptions you'll need in the next couple of weeks.

Aim to finish packing a couple of days before the moving date. Have your boxes labelled and numbered. Pack and clearly mark an "essential" box of items you will need right away.

Set aside things you'll personally transport to your new home, such as jewelry and important files. Pack suitcases for everyone in the family with enough clothes for a few days.



## A few days before your move

If you're moving your refrigerator, empty, clean and defrost it at least 24 hours before you move.

Reconfirm the moving day arrival time and other details with the moving company.

Get a bank draft or cash to pay and tip the movers (if you haven't arranged to pay by credit card).

Prepare detailed written directions to your new home for the movers, including your contact information (a cell phone number is ideal).

Ask the new occupants of your home or a neighbour to watch out for mail after you move; check in with them after two weeks, and again after a month.

## Moving day

Make sure the truck that shows up is from the moving company you hired.

Plan to be home for the entire time it takes the movers to get you packed and loaded.

Before the movers leave, sign and keep a copy of the mover's bill of lading/inventory list.

### NOTES:

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# Hiring a Mover

Finding a good mover can be a bit daunting, but it pays to shop around. Once you have a handful of companies to consider, request an in-person estimate from each one. Gather the following information while the representatives are at your home. This worksheet will help you compare bids and companies business practices.



## Mover Option 1

Company's full name:

Any other names it does business under:

Company address:

Phone number:

Email address:

Name of contact:

Estimate:

Notes:

## Mover Option 2

Company's full name:

Any other names it does business under:

Company address:

Phone number:

Email address:

Name of contact:

Estimate:

Notes:

## Mover Option 3

Company's full name:

Any other names it does business under:

Company address:

Phone number:

Email address:

Name of contact:

Estimate:

Notes:

## Mover Option 4

Company's full name:

Any other names it does business under:

Company address:

Phone number:

Email address:

Name of contact:

Estimate:

Notes:



416.483.4337  
slavensrealestate.com