

ADAM DEGROOTE

REAL ESTATE BROKER

MOVING CHECKLIST

2 Months Out

- Create a binder/folder for moving records (estimates, receipts, inventory lists, etc.)
- Plan your moving method and get cost estimates (truck rental, movers, etc.)
- Reserve storage unit if necessary
- Schedule transfer of records (medical, school, etc.)
- Arrange a large item garbage pick up day with the City/Township to dispose of large items you will not be taking with you
- Start acquiring moving supplies you might need (boxes, totes, tape, moving blankets, bubble wrap, markers, etc.)
- Give back things you have lent to others and return any borrowed or rented items
- If renting, inform your landlord/property manager of your upcoming move

1 Month Out

- Schedule disconnection/connection of utilities at old and new place (phone, internet, cable, water, gas, electric)
- Contact your bank, credit card companies and insurance companies to inform them of your upcoming address change (life, home, car)
- Find out what your new garbage/recycling day will be if moving to a different zone or County
- Thorough clean up – Don't forget garden shed and garage

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- Collect unwanted/unused goods to sell or give away
- Plan/measure where you'll want your furnishings in your new space
- If you purchase new furnishings, plan an appropriate delivery day for those items to be dropped off at your new place
- Advise friends and relatives of your upcoming move
- Start using up stored food so that there is less to move
- Plan how you will move vehicles, plants, pets and valuables

3 – 4 Weeks Out

- Finalize moving methods with moving company or truck rental and make necessary arrangements (keep receipts for possible tax deductions)
- Begin packing non-essential items
- Label boxes according to room and contents
- Separate valuable items that you wish to transport yourself (label as DO NOT MOVE)
- Designate a box for storing pieces, parts, and essential tools that you will want to keep with you on moving day (label as PARTS/DO NOT MOVE)
- Notify your employer/payroll, attorney, accountant, etc. of your address change
- Back-up your computer and store the back-up safely
- Fill out a change of address form at the post office or online
- Notify any memberships you belong to about address change (magazine, gym, etc.)

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1 – 2 Weeks Out

- Continue packing and cleaning as you go
- Separately pack items that you will need right away when you arrive at your new place
- Plan to take the day off for moving
- If you have kids, find someone to help watch them on moving day
- Make a plan to dispose of any flammables that can't be transported (paint, propane, gasoline)
- Drain any equipment you have (garden hose, lawnmower/edger, snowblower)
- Schedule cancellation of services at your old place (newspaper, housecleaning, lawn, pool)
- Begin to pack your suitcases with clothes and personal/medical items you will need for the trip or for the first few days at your new place
- Make sure all paperwork for the old place and new place is complete
- Reconfirm your method of moving with those involved
- Keep personal and financial documents in one box
- Set aside a box, specifically, for any cords or chargers you will need to access right away

2 – 4 Days Out

- Confirm all moving details and confirm that you have all necessary paperwork
- Make a schedule or action plan for the day of the move
- Continue cleaning the house as you are packing
- Prepare for the moving expenses (transport, travel cash, food, lodging)

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- Defrost your freezer and clean the fridge
- Make sure essential tools are handy (screwdriver, wrench, pliers, tape, scissors, knife, flashlight, etc.)
- Pack a bag containing water bottles, pens/paper, snacks, documents, toilet paper, soap and towel, etc.
- Set boxes and items aside that you will be moving yourself (make sure you'll have room in your vehicle)

Moving Day!

- Remove bedding and take apart beds
- Go early to pick up the truck if you rented one
- Take movers/helpers through the house to inform them of what to do and give any special instructions
- Make sure the movers have the correct new address
- Do a final cleaning and dispose of trash
- Shut off water, turn off A/C or furnace, turn off lights, shut and lock all windows and doors

At Your New Place...

- Verify utilities are turned on and working (power, water, heating and cooling)
- Perform an initial inspection, taking note of any damages and take photographs if needed

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- Clean the kitchen/bathroom and vacuum as needed (especially where furniture will be placed)
- Direct movers/helpers where to put things
- Offer drinks and snacks, especially if the helpers are volunteers
- Assemble beds with bedding
- Begin unpacking, starting with the kitchen, bathroom and other essentials
- Confirm garbage/recycling day

Moving In – Weeks 1 – 2

- Check for damages while unpacking – Beware of deadlines for insurance claims
- Replace locks if necessary and make at least 2 copies of your new keys
- Confirm that mail is now arriving at your new address
- Make sure your previous utilities have been paid for and cancelled
- Complete your change of address checklist (CRA, credit cards, banks, loans, insurance, pension plans, attorney, accountant, physicians, family support, newspapers, magazines, licenses, memberships)
- Schedule a time to get local driver's license and update vehicle registration
- Find new doctors, dentists, etc. depending on your needs and insurance
- After you are moved in, update your home inventory, including photos of rooms
- Update your renters insurance or homeowners insurance if needed

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