

Moving Checklist

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1 - 2 Months before the move.

- () Create a binder / folder for moving records. (estimates, receipts, inventory lists, etc.)
- () Plan your moving method (truck rental, hiring movers, etc.) and get cost estimates.
- () See if your employer will provide moving expense benefits.
- () Research storage facilities if needed.
- () Schedule disconnection/connection of utilities at old and new place:
 - () Phone () Internet () Cable () Water () Gas () Electric
- () Plan how you will move vehicles, plants, pets, and valuables.
- () Plan how you will arrange furniture in the new place – use a floor plan or sketch.
- () Schedule transfer of records (medical, children in school, etc.)
- () Acquire packing materials. (boxes, tape, stuffing/padding, markers, etc.)
- () Return borrowed, checked-out, and rented items.
- () Give back things you have lent to others.
- () Start using up stored food so that there is less to move.

3-4 Weeks before the move.

- () Finalize moving method and make necessary arrangements.
- () Begin packing non-essential items.
- () Label boxes according to room and contents.
- () Separate valuable items to transport yourself.
 - Label as DO NOT MOVE.
- () Keep a box out for storing pieces, parts, and essential tools that you will want to keep with you on moving day.
 - Label as PARTS / DO NOT MOVE.
- () Fill out a change of address form at a post office or online.
- () Provide important contacts with your new address:
 - () Employer () Family and Friends () Attorney () Accountant () Others
- () Notify your insurance and credit card companies about your change of address.

1- 2 Weeks before the move.

- () Continue packing and cleaning as you go.
- () Pack items separately that you will need right away when you get to your new place.
- () Plan to take the day off for moving day.
- () Find someone to help watch small children on moving day.
- () Begin to pack your suitcases with clothes and personal items you will need for the trip.
- () Reconfirm your method of moving with those involved.
- () Schedule cancellation of services at your old place:
 - () Newspaper () Housecleaning () Lawn () Pool
- () Disassemble furniture if necessary. (desks, shelves, etc.)
- () Make sure all paperwork for the old and new place is complete.
- () If travelling far, notify credit card companies to prevent automated deactivation.
- () Get rid of flammables, such as paint, propane, and gasoline.
- () Try to use up perishable foods.

2-4 Days before the move.

- () Confirm all moving details and confirm that you have all necessary paperwork.
- () Make a schedule or action plan for the day of the move.
- () Prepare for the moving expenses. (transport, food, lodging)
- () Continue cleaning the house as you are packing.
- () Defrost your freezer and clean the fridge.
- () Make sure essential tools are handy. (screwdriver, wrench, pliers, tape, etc.)
- () Pack a bag containing water bottles, pen and paper, snacks, documents, and essentials.
- () Set boxes and items that you are moving yourself aside. (make sure you'll have room)

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.
- () Walk through the empty place to check for things left behind. (look behind doors)
- () Leave your contact information for the new residents to forward mail.
- () Make sure movers have the correct new address.
- () Lock windows and doors, turn off lights.

At Your New Place...

- () Verify utilities are turned on and working – especially power, water, heating, and cooling.
- () Perform an initial inspection, note all damages, take photographs if needed.

- () Clean the kitchen 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.

Moving In - Weeks 1 & 2.

- () Check for damages while unpacking. Be aware 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:
 - () Bank(s) () Credit Cards () CRA () Loans () Insurance () Pension Plans
 - () Attorney () Accountant () Physicians () Family Support
 - () Newspapers () Magazines () Licenses () Memberships
- () Schedule a time to get local driving license and update vehicle registration.
- () Get local phonebooks and maps.
- () 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.