

Moving Checklist

2 Months Before:

Sort and purge

- Sort through the contents of closets, drawers, and cupboards to weed out what you don't want or need.
- Hold a yard sale, or donate unwanted items to charity.
- Inventory everything of value you plan to move and determine replacement values for insurance purposes.

Research

- Start investigating moving company options. Do not rely on a quote over the phone; request an on-site estimate. Get an estimate in writing from each company.
- Consult insurance agents to find out if changes to policies are necessary.

Create a moving binder

- Use this binder to keep track of everything – all your estimates, your receipts, and an inventory of all the items you're moving

Organize school records

- Go to your children's school and arrange for their records to be transferred to their new school district.

6 Weeks Before

Order Supplies

- Order boxes and other supplies such as tape, bubble wrap, and permanent markers. Don't forget to order specialty containers, such as dish barrels or wardrobe boxes.

Use it or lose it

- Start using up things that you don't want to move, like frozen or perishable foods and cleaning supplies.

Take Measurements

- Check room dimensions at your new home, if possible, and make sure larger pieces of furniture will fit through the door.

One Month Before

Choose your mover and confirm the arrangements

- Select a moving company and get written confirmation of your moving date, costs, and other details.

Begin packing

- Start packing the things that you use most infrequently, such as the waffle iron and croquet set. While packing, note items of special value that might require additional insurance from your moving company. Make sure to declare, in writing, any items valued over \$100 per pound such as a computer.
- Clearly label and number each box with its content and the room it's destined for. This will help you to keep an inventory of your belongings. Pack and label "essentials" boxes of items you'll need right away.
- Add items such as jewelry and important files to a safe box that you'll personally transport to your new home. Make sure to put the mover's estimate in this box. You'll need it for reference on moving day.

Change of address

- Go to your local post office and fill out a change of address form, or do it online at canadapost.ca. In case there are stragglers, it's always wise to ask a close neighbour to look out for mail after you've moved. Check in with them two weeks after the move, and again two weeks after that.

Notify important parties

- Banks
- Brokerage firms
- Cell Phone Company
- Credit card
- Doctor's offices
- Employer's human resources department
- Insurance company
- Subscriptions (magazines...)
- Utilities companies

Two Weeks Before

Arrange to be off work on moving day

- Notify your employer that you plan to supervise the move and therefore need the day off.

Contact your moving company

- Reconfirm the arrangements.

Transfer Your Utilities

- Contact the customer service departments of the gas, electric, phone and cable companies at least 2 weeks prior to the move. Check to ensure there isn't additional rental equipment such as: hot water tank, alarm systems, air conditioning units, and furnace just to name a few. Contact the company directly to transfer any rental agreements.
- Arrange to have the utility services up and running at your new residence at least a day before you move in.

One Week Before

Pack your suitcases

- Aim to finish your general packing a few days before your moving date. Then pack suitcases for everyone in the family with enough clothes to wear for a few days.

A Few Days Before

Defrost the freezer

- If your refrigerator is moving with you, make sure to empty, clean and defrost it at least 24 hours before moving day.

Double-check the details

- Reconfirm the moving company's arrival time and other specifics and make sure you have prepared exact, written directions to your new home for the staff. Include contact information, such as your cell number
- If you haven't already arranged to pay your mover with a credit card, get a money order, cashier's cheque, or cash for payment and tip. If the staff has done a good job, 10 to 15 percent of the total fee is a good tip. If your move was especially difficult, you might tip each mover up to \$100. Don't forget that refreshments are always appreciated.

Moving Day

Verify and take inventory

- Make sure that the moving truck that shows up is from the company you hired.
- Before the movers leave, sign the bill of lading/inventory list and keep a copy.

One Week After Your Move

Recycling Bins

- You will need to pick up new blue boxes & recycling bins after you move in. There are several locations where these bins can be picked up. Here is a quick link with location information and hours of operation. Please note you need to bring identification.
- Before the movers leave, sign the bill of lading/inventory list and keep a copy.

Changing your ID

- You are able to change your address on your driver's license and health card online through Service Ontario, click on the following link to get started: [Change Address Online](http://www.ontario.ca/home-and-community/change-address-your-drivers-licence-and-health-card) (<http://www.ontario.ca/home-and-community/change-address-your-drivers-licence-and-health-card>). You can also update your vehicle permit online but you will need to visit a Service Ontario centre to exchange your old registration for a new one. You can also visit a Service Ontario centre near you to make these changes

Listed below are frequently used utility services contact information

Phone/Internet/Cable

Bell – www.bell.ca or call 1-888-394-9953

Source Cable – www.sourcecable.ca or call 1-866-785-7851/905-574-6464

Cogeco – www.cogeco.ca or call 1-800-267-9000

Rogers – www.rogers.com or call 1-855-759-5857

Utilities

Union Gas – www.uniongas.com or call 1-888-774-3111 – (REQUEST a final Gas Reading)

Reliance – www.reliancehomecomfort.com or call 1-855-619-8987. Heat Water Tank – New buyers need to transfer rental agreement

Hydro One – www.hydroone.com or call 1-888-664-9376

Horizon Utilities – www.horizonutilities.com or call Hamilton: 905-522-6611; St. Catharines 905-684-8111