

MOVING DAY CHECKLIST

Six to twelve weeks before

- Give rental notice, within the time frame specified in your lease.
- Select a moving company as far in advance as possible, or book a vehicle if you are doing it yourself. Keep a record of your reservation.
- Make a record of your belongings and valuables so you can insure them.
- Sort through belongings and sell or donate unwanted items.
- Begin packing items you won't need until after you move.

Two to six weeks before

- Register a mail redirection request with the post office, effective a couple of days before the move, and send out change of address notifications.
- Call your providers to arrange hook-up for heating, electricity, telephone, Internet and television (cable or satellite), and confirm disconnect date for your current residence.
- Book an elevator in advance, if you are moving out of an apartment building or into a high-rise condominium. Some buildings may have restrictions when residents can reserve elevators. Check with the property management for details.
- Confirm move details with the mover.
- Make any required special arrangements for moving day: book vacation time, arrange a baby sitter and pet sitter. Consider making hotel & personal travel arrangements if re-locating to a new city.
- Notify the issuers of any personal identification that features your address, such as your driver's license or health card.

One week before

- Take down any fixtures that you will be taking with you.
- Pack a moving day travel bag with essentials.
- Contact your lawyer/notary to find out the exact amount owing, and arrange a certified cheque or bank draft in that amount.

Moving day

- Review directions with your mover.
- Save all copies of moving documentation and receipts.
- Before leaving your rental unit, check that windows are closed, water and appliances are turned off and doors and windows are locked.
- Notify your landlord that the property is vacant, and leave your forwarding information.

Packing tips

- Start collecting moving supplies such as boxes, packing tape, and markers as soon as you close the deal.
- Purchase packing materials such as bubble wrap and clean (unprinted) newsprint to safely pack plates, glasses, and other fragile items without needing to rewash.
- Write on each box in large letters the name of the room where you want the movers to put it.
- Label boxes with what's inside, or number each one and note contents on a master list, to make unpacking easier.
- Label items that you will move yourself in the car, if you've hired movers.