

# Stay Organized With A Moving Check List

**The key to a smooth move is to stay organized. While you can still find a pen and clipboard, get started on a Moving Checklist of necessary tasks.**

## TWO MONTHS BEFORE YOU MOVE

Book a mover. You'll need to decide if you want to pack and/or unpack yourself. If you do choose to do the packing, ask about insurance on any breakage. In general, the movers will only insure what they have packed.

## ONE MONTH BEFORE YOU MOVE

- Get rid of it. Resolve not to move anything you don't want in your new home. To find a good home for old belongings – quickly and as close as your front step – go to [www.freecycle.org](http://www.freecycle.org).
- Start a file for keeping receipts of any moving expenses. You can deduct these at tax time.
- Visit your local post office and fill out a Canada Post change of address form.
- Notify Canada Revenue Agency of your address change via their web site, at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) Also notify your provincial health plan.
- Think about your medical services. Notify doctor, dentist and optometrist of your move. If necessary, get copies of your records.
- If you are moving out of province, find out about driver's license, auto licensing and insurance.
- Contact your children's schools and have their records transferred to their new schools.
- Make any special arrangements for moving your pets.

## TWO WEEKS BEFORE YOU MOVE

- Notify existing gas, electric, phone, internet and other utility companies to make necessary arrangements. Make plans to get these services set up at your new location.
- Gather up all your bills; they'll contain valuable information like account numbers and customer service phone numbers. Keep these in a safe and accessible place.

## ONE WEEK BEFORE YOU MOVE

- Get rid of flammables; drain fuel from the lawnmower and other machinery.
- Pack your valuables. This includes valuable papers – like passports, insurance papers, property deeds, automobile ownership, etc. – as well as cash and jewelry. Plan to keep these valuables with you.
- What's not at home? Remember to pick up any loaned belongings, as well as anything in storage or at the dry cleaners.
- Clear the fridge; use up any perishable foods and limit any repurchase.
- Pack a box of "first day essentials" and mark "DO NOT MOVE". Include toilet paper, flashlights, basic

cleaning supplies, pet food, handi-wipes, snackable food, etc so you can settle in quickly.

Arrange for removal of "installed items" you are taking with you, like a TV antenna or shelves.

## ONE DAY BEFORE YOU MOVE

- Take down curtains and rods, as well as any other wall fixtures that are coming with you.
- Empty, defrost and clean your refrigerator. Make sure it has at least 24 hours to air dry.
- Clean and air your stove.
- Plan a self-contained breakfast "picnic" for moving day to eat at home or on the road.
- Pack toiletries, medications and other necessities.
- Gather up all house keys for the new owner.

## MOVING DAY

- Make yourself available to the moving crew, who may need to inventory each room. Point out any large, antique or unusual items.
- Double-check that the moving driver has the correct address and a working telephone number to reach you.
- Before you leave, do a final walk through of every room. Check all closets and cabinets. Turn off the lights, and be sure that windows and doors are locked.



## Peter Kampe, AMP

Mortgage Agent FSCO Lic. M08001395

t 1.800.804.3767  
f 1.800.841.8223  
e [mortgages@kampe.ca](mailto:mortgages@kampe.ca)  
w [www.kampe.ca](http://www.kampe.ca)