



## Moving & Storage

### Residential Moving Checklist

The challenges of moving can be time consuming and stressful. To help save you time, stress, and money, we've created this handy Home Moving Checklist. It provides you a detailed overview of what you need to do in the weeks prior to your move.

#### Start Your Moving Preparation Process

- Create a "move file" document/spreadsheet to keep track of estimates, receipts, and other important information.
- Start researching your new location. The Internet is a great resource for finding online community guides and newspapers.
- Draw out a floor plan of your new location and start deciding which function each room will serve.
- Budget for moving expenses and start collecting estimates.

#### Approximately 7 weeks Before Moving

- Start pulling together medical and dental records including prescriptions and shot records. If necessary, ask your existing doctors if they can refer you to a care provider in your new neighbourhood.
- If your children need to change schools, have school records transferred to their new school district and/or daycare.
- Get copies of any legal and financial records you need.
- If you have a pet, arrange for veterinarian records to be transferred.
- Call your insurance agent to see what changes to expect in your policies for changing locations. Ask if moving is covered and arrange for insurance for your new home.
- If you are a member of a gym or an organization, ask how you can end, sell, or transfer your membership.

### **Approximately 6 weeks Before Moving**

- Make a list of things that are valuable or difficult to replace. Plan on shipping these by certified mail or carrying them with you.
- Make a list of friends, relatives, and businesses who need to be notified of your move.
- Start working your way through each room taking inventory and deciding what to get rid of. Start planning a yard sale or contact your local charities.
- Think about subscribing to the newspaper in your new hometown to start learning about events and the local culture.

### **Approximately 5 weeks Before Moving**

- Start collecting boxes and other packing supplies.
- Start packing items you don't use often. Also start disposing of the items you've designated for a yard sale, donation, or the junk yard. If you donate, be sure to get a receipt for income tax purposes.
- Plan ahead for parking for the move, making sure that your movers are able to easily access your home.
- Plan for short-term or long-term storage at destination if needed.

### **Approximately 4 weeks Before Moving**

- If you are not moving yourself, make a reservation with a reputable and reliable moving service.
- File a change of address.
- Schedule disconnection of all utilities services at your old home, and connection of them at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive. If you have "last month" deposits with services, such as the water or gas company, request your refund.
- If necessary, make travel arrangements for your pets.
- Advertise and host your garage sale.
- Call your newspaper courier and set a date to cancel your subscription.

### **Approximately 3 weeks Before Moving**

- Make sure all library books have been returned and all dry cleaning or items out for repair have been picked up. Also retrieve any items out on loan.
- Decide if you will keep your plants or give them away.
- Dispose of flammables, corrosives, and poisons.
- If you are moving out of town, have your automobile(s) serviced.
- Prepare auto registration to be transferred.
- If you are moving into or out of an apartment, arrange to use the elevator on your move day.

### **Approximately 2 weeks Before Moving**

- Contact your bank and/or credit union to transfer or close accounts. Clear out safety deposit boxes.
- Confirm travel arrangements for pets and family.
- Confirm parking for your mover.
- Notify any creditors of your move.
- Plan meals for the last week of the move to help empty the refrigerator and avoid using appliances that will already be packed.
- Assemble a folder of important information about the house for the new owner of your home.

### **Approximately 1 weeks Before Moving**

- Finish packing and prepare an "essentials" box. Designate several boxes and items as "last load" items. Pack your suitcases and valuables separately.
- Drain all gas and oil from your mower and other motors. Gas grills, kerosene heaters, etc. need to be emptied as well.
- Drain water hoses and waterbed.
- Empty, defrost, and clean your refrigerator at least 24 hours before moving day.
- Fill any prescriptions or medications you will need for the next couple of weeks.
- If necessary, make childcare arrangements for moving day.
- Notify friends and family of your new address and phone number.

## **Moving Out**

- Load your goods in a pre-designated order, saving "last load" items for the rear of your shipment. This might include your vacuum cleaner or bed sheets.
- Check every room, closet, and cabinet one last time before deciding everything is loaded.
- Take note of utility meter readings.
- Leave a note with your new address in the house so that future residents can forward any stray mail.
- Keep a friend or family member informed of your plans and "whereabouts" in case of an emergency or unforeseen event.

## **Moving In**

- You are likely to arrive at your new home ahead of your shipment. Take this time to look things over and to ensure your new utilities have been connected.
- Check appliances and systems to ensure all are working properly, and arrange for repairs if necessary.
- Check to see if your mail is making it to your new address or pick up any mail being held.
- Consider drawing out your new floor plan and decide where you want furniture and appliances placed.

## **After The Move**

- Get your driver's license and health card updated with your new address.
- Contact the local paper for a new subscription.

Some of the things listed above may or may not apply to your residence. But do the necessary preparation and homework beforehand. Moving can be one of the most frustrating things and like most successes, you'll need a good plan.