



CHECK LIST FOR MOVING DAY

Two Months Before

- **Sort and purge.**
Go through every room of your house and decide what you'd like to keep and what you can get rid of. Think about whether any items will require special packing or extra insurance coverage.
- **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..
- **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.

Six Weeks Before

- **Order supplies.**
Order boxes and other supplies such as tape, Bubble Wrap, and permanent markers.

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

- **Begin packing.**
Start packing the things that you use most infrequently. While packing, note items of special value that might require additional insurance from your moving company. Make sure to declare, in writing, any items such as a computer.
- **Label.**
Clearly label and number each box with its contents 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.
- **Separate valuables.**
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.
- **Do a change of address.**
Go to your local post office and fill out a change-of-address form, or do it online. But 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 him or her two weeks after the move, and again two weeks after that.
- **Notify important parties.**
Alert the following of your move: banks, insurance companies, your employer's human resources department, magazine and newspapers you subscribe to, and credit card, and utility companies.
- **Forward medical records.**
Arrange for medical records to be sent to any new health-care providers or obtain copies of them yourself. Ask for referrals.

Two Weeks Before

- **Arrange to be off from work on moving day.**
Notify your office that you plan to supervise the move and therefore need the day off.
- **Contact the moving company.**
Reconfirm the arrangements.

One Week Before

- **Refill prescriptions.**
Stock up on prescriptions you'll need during the next couple of weeks.
- **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 mobile phone number.
- **Plan for the payment.**
If you haven't already arranged to pay your mover with a credit card, arrange if will accept cheque or prefer cash for payment and tip. Don't forget that refreshments are always appreciated.

Moving Day

- **Verify.**
Make sure that the moving van that shows up is from the company you hired: The name of company and number should match the number on the estimate you were given.

Take inventory.

Before the movers leave, check and sign the inventory list and keep a copy.