

Moving Checklist

Thorough planning is the key to an easy move. Experience tells us most moves take 8 to 10 weeks from start to finish, so start early.

8 weeks before moving:

- Contact moving companies or rental truck companies to get estimates
- Take an inventory of your house. Decide what to move, sell, or donate. If you have unwanted or unneeded items consider a garage sale and set a date
- Start a "move file" for all receipts, and papers related to your move

6 weeks before moving:

- Book a moving company or rental truck company and arrange pick-up and delivery dates
- Set schedules with real estate agents and / or landlords
- If applicable, obtain copies of all banking, medical, dental, legal, accounting, and veterinarian records, or arrange to have them transferred
- If you are moving to a new city, ask your attorney, doctor, and other providers for referrals
- If you have children, arrange to transfer school records

4 weeks before moving:

- Schedule disconnection dates for your old home with your local utility provider(s)
- Schedule connection dates for your new home with the appropriate utility provider(s)
- Cancel newspaper subscription and trash pickup effective on your move date
- Check with your local post office for change of address information and forms, and complete request for mail forwarding effective your move date
- Notify the necessary people, companies, and organizations of your new address (see below for whom to notify)
- If you are using a professional mover to pack your belongings, schedule the packing day(s)
- If you are packing yourself, ensure you have adequate boxes, packing materials and tape.
- Arrange for short-term or long-term storage, if you need it
- Advertise garage sale, or schedule pick-up or drop off if donating unneeded belongings to charity

3 weeks before moving:

- Pack items that you will not need before your move (i.e. seasonal items)
- If necessary, confirm final travel arrangements for family and pets

2 weeks before moving:

- Continue to pack items that you will not need before your move

1 week before moving:

- Continue to pack items that you will not need before your move
- Clean out refrigerator and defrost freezer
- Plan simple meals or order take-out food to avoid using the refrigerator
- Confirm connection dates for services and utilities in your new home
- If applicable, get all items from your safe deposit box
- Gather important papers, records, and valuables to be packed
- Notify friends and neighbours of new address and phone number if available
- Make plans for young children to be cared for on moving day
- Fill any necessary prescriptions, medications needed for the next two weeks
- Carefully mark LAST BOX PACKED – FIRST BOX UNPACKED containing tools, shades, etc.

Moving Day:

- Spend the entire day at home with the movers
- Carry any valuables or family heirlooms with you, if possible
- Just before the movers leave, take a final tour of your home. Make sure nothing has been left in drawers or closets
- Pick up cash for your trip and certified check for the mover's invoice
- Give the mover telephone number and address where you can be reached in your new town
- As you leave, be sure all windows and doors are locked

Who to notify:

Services & Utilities

- Water
- Gas
- Electricity
- Phone – Land & Cellular
- TV – Cable / Satellite
- Internet

Financial

- Banks
- Credit Cards
- Employer

Insurance

- Life Insurance
- Property Insurance
- Vehicle Insurance

Vehicle

- Drivers License
- Registration

Professionals

- Doctors
- Dentist
- Optometrist
- Pharmacy
- Chiropractor
- Physiotherapist
- Massage Therapist
- Lawyer
- Financial Advisor
- Accountant

Provincial

- AB Health Insurance

Federal

- CRA

Memberships

- AMA
- COSTCO
- AIR MILES
- Loyalty Programs
- Gym / Health Club
- Professional Associations
- Other Memberships

Other:

- Friends and Family
- Library
- Schools
- Church
- Daycare

Subscriptions:

- Newspapers
- Magazines