

Moving Checklist

30-45 Days Prior to the Move

- Order Packing supplies.
- Make necessary travel arrangements i.e. car rentals, hotel and airline reservations.
- Notify Post office - Both current and new.
- Notify doctors, dentists, and other service providers.
- Sort and discard unwanted items. Plan a yard sale or contact charitable organizations for pick up.
- Confirm elevator, loading dock and parking reservations at both ends.
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14 -21 Days Prior to the Move

- Make arrangements for disassembly of difficult furniture (e.g. pool tables, swing sets)
- Remove permanently affixed items (e.g. ceiling fans, drapes, light fixtures)
- Notify motor vehicle registry
- Notify your government agencies (e.g. health cards)
- Notify your oil and/or gas company
- Notify your telephone company
- Notify your electric company
- Notify your alarm company
- Notify your cable company
- Notify your water company
- Notify other service providers (e.g. lawn care)

7 Days Prior to the Move

- Confirm date and time with moving company
- Provide moving company with new telephone number
- Remove fragile and loose items from drawers
- Notify your gas company to schedule disconnection of gas dryer and stove
- Complete high value inventory form and choose appropriate insurance options

One Day Prior to the Move

- Consolidate fragile boxes in one area
- Separate items not intended for transport by movers
- Confirm telephones are working in both locations.
- Refrigerators and freezers must be defrosted, drained, washed and thoroughly dried
- Drain water bed
- Drain gas from lawn mowers and snow blowers
- Clear walkways and driveway for improved access during inclement weather
- Isolate chequebook, keys, passports, plane tickets, cash and credit cards