

Moving Checklist



General Checklist

- Get estimates from moving companies and arrange method of payment.
- Transfer or resign club or associate memberships
- Sell, give away and discard unnecessary belongings.
- Get school records for transfer to new schools.
- Get all medical, dental, birth, baptism and marriage records.
- Set up bank accounts in new city.
- Revise you will and other legal papers.
- Check storage facilities.
- Collect and send out items to be cleaned or repaired.
- Defrost and clean fridge before moving; clean stove.
- Use up perishable food.
- Arrange for work to be done at new home.
- Plan for children and pets on moving day.
- Cancel cleaning company, pool maintenance, gardener and snow removal.
- Ensure you have adequate insurance for goods in transit.
- Pack a suitcase with items you'll need the first day in your new home.
- Leave house clean for new occupants.

Packing Checklist

- Get packing paper, pad for inventory, marking pens and boxes.
- Heavy twine and masking tape.
- Get boxes or large containers.
- Empty gas from lawnmower, outboard motors, etc.
- Remove batteries from toys or appliances
- Mark cartons clearly as to contents and room to be put in.
- Set aside things you will carry in your car; mark as "Do Not Load".
- Mark cartons you want loaded last and unloaded first.
- Tie or tape mops and brooms into bundles.
- Point out and mark fragile or delicate items.
- Carry money, jewelry and valuable papers with you.
- Do not overload drawers when packing items in dressers.
- Liquids in bottles should have tops secured.
- Blankets are best moved in large boxes; towels and pillows in dressers drawers.
- Pack lampshades in boxes by themselves.
- Table lamps should be packed.
- Do not leave shelves loose in fridge and stove.
- Small appliances should be wrapped and packed in bottom of boxes.
- Do not pack cleaning products in same box as food.
- Move clothes and drapes in a wardrobe supplied by mover.
- Do not wrap furniture or tie with a rope.
- Large power tools should be dismantled for moving.

Remember to Notify...

- Accountant
- Banks/Finance companies
- Books and record clubs
- Broker
- Canada Pension Plan
- Charge accounts
- Church
- Credit cards
- Dentist - get referral
- Department stores
- Doctor - get referral
- Driver's license
- Drug store
- Family allowance
- Friends and family
- Health and hospital insurance
- Housecleaning service
- Income tax
- Insurance agencies
- Internet provider
- Lawyer
- Library
- Magazines
- Mail order houses
- Maternity benefits
- Newspapers
- Old age security
- Post Office - fill out "change of address"
- Schools
- Service stations
- Vehicle registration

Call before Moving

- Bell Telephone 519-310-2355 or Toll Free 1-866-310-2355
- Cable TV Cogeco 519-972-6666 or Toll Free 1-800-267-9000
- Utilities:
 - Chatham-Kent 519-352-6300
 - E.L.K. Energy Inc. 519-776-5291
 - ENWIN Utilities 519-255-2727
 - Essex Power Service 519-776-8900 or Toll Free 1-866-776-8900
 - Hydro One Toll Free 1-888-664-9376
 - Union Energy Toll Free 1-866-735-4262
 - Union Gas 519-969-0261 or Toll Free 1-888-774-3111
- Water:
 - Amherstburg 1-866-776-8900
 - Chatham-Kent 519-352-6300
 - Essex 519-776-5291
 - Kingsville 519-733-2305 Press 4
 - LaSalle 1-866-776-8900
 - Leamington 1-866-776-8900
 - Tecumseh 1-866-776-8900
 - Tilbury 519-352-6300
 - Wheatley 1-866-776-8900
 - Windsor 519-255-2727

Moving Out

- All metres read
- Furnace turned down
- Lights turned off
- Windows and doors shut and locked
- Keys are to be delivered to lawyers
- Make arrangements for keys to new home
- Leave house clean for new occupants

Moving In

- Have children and pets elsewhere
- Be on hand for movers
- Check off numbered boxes
- Check each carton for damage or loss
- List claims for damages
- Pay movers
- Unpack everything
- Get appliances hooked up

Your Local Newspaper

- Cancel or transfer your subscription to new address
- Subscribe to new local newspaper if applicable

After the Move

- Review checklist to make sure everything has been done.
- List all necessary phone numbers and put them by telephone.
- Change all locks.
- Introduce yourselves to your new neighbours.
- Explore and get to know your new neighbourhood.

Courtesy of:



Sasha Miletic
Sales Representative

Info@sashamiletic.com

www.SashaMiletic.com



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