

Your Moving Checklist

60 Days before

- Visit your new premises in advance and draw up a floor plan so you'll know where to put things as they're unloaded.
- Make arrangements with moving company or reserve a rental truck.
- Make travel arrangements, if necessary, with airlines, buses, car rental agencies and hotels.
- Transfer memberships in churches, clubs and civic organizations.
- If you are moving to a new city, check into the laws and requirements of your new city regarding home-based businesses, professional tests, business licenses and any special laws that might be applicable to you.
- Get packing paper, pad for inventory, and marking pens, boxes, and twine for packing belongings.
- Arrange for a yard sale for unnecessary belongings.
- Notify schools and arrange for enrollment in the new school district.
- Order a moving kit from Canada Post.
- Notify Canadian Revenue Agency (CRA).
- Notify doctors, dentists, therapists, veterinarians, etc. Obtain medical and dental records, x-rays and prescription histories. Ask doctor and dentist for referrals and transfer prescriptions.

30 Days before

- Call Rogers 30 days before to move your services and book your free installation. Call **1 877 MYMOVE9**
- Back up your computer data files.
- Prepare a file to keep receipts of moving expenses and reimbursements for tax deductions.

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- Get estimates from moving companies and arrange method of payment.
- Transfer or resign club memberships.
- Notify housekeepers or housecleaning service.
- Notify the appropriate Ministry of Transportation.
- Complete Change of Address form.
- Notify credit card companies, banks, insurance companies and other financial institutions.
- Notify alarm service.
- Arrange for for cancellation or change of address for newspaper and magazine subscriptions.
- Assure you have adequate insurance for goods in transit.
- Arrange for friends and family to help you on moving day.
- Arrange for any cleaning or repairs that has to be done at your new home.
- Plan a going-away party for your family and friends.
- Verify your moving in date with your new landlord/estate agent.
- Take down any fixtures fastened to wall.
- Take down curtains, blinds, rods, shelves. Unfasten any fixed carpets that are to be moved.
- Reserve elevator if moving from or to a building.

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Your Moving Checklist

7 Days before

- Collect items being cleaned, repaired, stored and loaned to friends. Check to make sure you have returned all rented items.
- Arrange care for young children and pets during the busy days of packing, loading and moving in.
- Use up perishable foods.
- A few days before the move, confirm all the necessary changes with your utilities, such as hydro.
- Call your moving company or rental truck company and confirm your reservation.
- Confirm travel reservations.
- Clean rugs and clothing and have them wrapped for moving.
- Collect valuables from safe-deposit box. Make copies of any important documents before mailing or hand carry them to your new address.
- Check with your insurance agent to ensure you'll be covered through your homeowner's or renter's policy during the move.
- Pack your former town's phone book for future correspondence.
- Set aside and label items such as luggage that you do not want packed or moved, and mark them with a 'Do Not Load' label.
- Prepare a list of items you'll need immediately at destination, such as a flashlight, light bulbs, toilet paper, cleaning supplies, snacks and drinks.
- Clean fridge, stove and other appliances.
- Take inventory of your belongings before they're packed; in the event you need to file an insurance claim later. If possible, take pictures or videotape your belongings and record serial numbers of electronic equipment.

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Your Moving Checklist

1 Day before

- Ensure that you have arranged a place to pick up the keys to the new residence.
- Turn off all lights and non-essential electronics you're leaving behind. Turn down/off furnace.
- Defrost freezer and refrigerator. Place deodorizer inside to control odors.
- Give a close friend or relative your travel route and schedule so you may be reached if needed.
- Carry important documents, currency and jewelry yourself, or use registered mail.
- Carry cash or travelers cheques for quick, available funds.
- Make sure you have your automobile ownership.
- Lock all doors and windows.
- Double check rooms, closets, drawers, shelves, outdoor areas and garage to make sure you've taken everything.
- Give your Rogers Home Phone or Rogers Wireless phone number to your mover before they leave.
- Make sure you have your moving-related documents.

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