

# THE MOVING CHECKLIST



## PREP IN ADVANCE (8-6 WEEKS BEFORE)

### Logistics:

- ☐ Set a moving budget
- ☐ Choose a moving company
- ☐ Book movers and truck (if needed)
- ☐ Schedule moving day off work (and for helpers, if applicable)

### Purge and Pack:

- ☐ Declutter ruthlessly (donate, or sell)
- ☐ Gather packing supplies (boxes, tape, labels)
- ☐ Research packing hacks for efficiency
- ☐ Start packing non-essentials in labeled boxes (room by room)

### New Place:

- ☐ Research your new neighborhood
- ☐ Measure doorways and furniture for fit at the new place
- ☐ Schedule utility and internet transfer/installation for new home

## NOTIFY OF UPCOMING MOVE (6-4 WEEKS BEFORE)

### Change of Address:

- ☐ Submit Change of Address

### Update Your Contact Information:

- ☐ Work & School
- ☐ Family & Friends

### Utilities & Home Services:

- ☐ Electricity
- ☐ Water
- ☐ Gas
- ☐ Internet, Phone & Cable
- ☐ Garbage removal
- ☐ Lawn service
- ☐ Move-out cleaning

### Finances:

- ☐ Bank & credit unions
- ☐ Credit cards
- ☐ Loan agencies

### Subscriptions & Memberships

- ☐ Gym, clubs & organizations
- ☐ Streaming services
- ☐ Online shopping accounts

### Insurances & Service Providers

- ☐ Homeowner & renters insurance
- ☐ Car insurance
- ☐ Health & dental insurance
- ☐ Life insurance
- ☐ Doctors, Dentists & Veterinarians
- ☐ Accountants
- ☐ Attorneys

### Government Agencies:

- ☐ Update your address with DMV
- ☐ Voter registration
- ☐ Internal Revenue Service (IRS)
- ☐ Social Security Administration



### PACK AN OVERNIGHT BAG (DAY BEFORE)

#### Essentials for your first night

- ☐ Pajamas & change of clothes
- ☐ Toiletries & medications
- ☐ Phone charger & power bank
- ☐ Snacks & drinks
- ☐ Paper towels & toilet paper

### LABEL AN OPEN FIRST BOX (DAY BEFORE)

#### Essential unpacking items

- ☐ Trash bags & cleaning supplies
- ☐ Tools (screwdriver, multi-tool)
- ☐ Flashlight & headlamp
- ☐ Bottled water & snacks
- ☐ Medications
- ☐ Dishes, utensils & paper plates
- ☐ Bedding (sheets, blanket, pillow)

### NOTES:

- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....
- ☐ .....

### MOVING DAY

#### Preparation:

- ☐ Have cash on hand for moving crew tips and unexpected costs
- ☐ Clear walkways and driveways for movers' access
- ☐ Disassemble furniture (if not done by movers)

#### Oversee the Move:

- ☐ Double-check inventory list
- ☐ Direct movers where to place boxes in your new home

#### Settling In:

- ☐ Unpack your labeled "Open First" box and overnight bag
- ☐ Set up the kitchen and bedrooms first for immediate comfort
- ☐ Make sure all utilities are turned on

# EXCEL REALTY

Gagner & Associates Excel Realty Services Inc.  
**REAL ESTATE BROKERAGE**  
Independently Owned and Operated



# CLOSING TO DO'S

## One Month Out

1. Start a moving expenses book (some costs may be tax-deductible!)
2. Get written estimates from at least two moving companies.
3. Confirm moving details, including dates and times, in writing
4. Arrange for utility changeovers (electricity, gas, internet, etc.).
5. Notify provincial health insurance and your bank of your new address.
6. Update cheques with your new address.
7. Register your change of address with the post office.
8. Send out change of address cards (don't forget credit card companies!).
9. Gather important documents, including pet records.
10. Cancel or transfer newspaper subscriptions.
11. Resign from clubs or organizations not active in your new area.

## 2 Weeks Before Moving

- Take a good look at what's worth taking and what is not.
- Make a floor plan of the new house
- Start packing
- Number all of the boxes.
- Return all items that you have borrowed, get back what you have loaned

## 1 Week Before Moving

- Prepare a list of all items you want to take in your car
- Dismantle anything that requires it.
- Prepare a list of everything that is left.
- Confirm the booking for the moving company.
- Defrost and air dry the deep freezer.

## 2 Days Before Moving

- Last day to pack.
- Do your last laundry. Disconnect & drain the washer
- Disconnect & air dry the fridge
- Double check that all valuables are accounted for





### 1 Days Before Moving

- Guide the packers around the house
- Gather all house keys for the new owners.
- Change your security system code to something simple
- Pack personal items separately and mark them "DO NOT LOAD - FOR CAR"

### Moving Day – Moving Out

- Lay down plastic sheets
- Show the packers around the house
- Do a final check for forgotten items
- Check inventory for number of boxes
- Check movers Bill of Lading against your inventory
- Clearly label and leave all spare keys

### Moving Day – Moving In

- Get to the house before the movers
- Verify that all the utilities have been turned on
- Lay down plastic sheets
- Hang up curtains
- Find your floor plan and give copies to the movers
- Note any damage: Tell me immediately!
- Set your first priorities

### Packing Materials:

- |                 |                 |                            |
|-----------------|-----------------|----------------------------|
| • Moving boxes  | • Packing tape  | • Furniture covers         |
| • Bubble wrap   | • Stretch wrap  | • Labels and markers       |
| • Packing paper | • Mattress bags | • Box cutters and scissors |