



## The Ultimate Moving Checklist

Whether you have just finished buying or selling a home in Victoria, what typically follows is a move. We hope our moving checklist helps streamline the process and reduces some of the stress of your upcoming move.

### 6 or more weeks before the move

- Cull – clean out closets, basements and garage – be diligent and get rid of things you don't use or won't use – donate, give it to a friend, have a garage sale or take it to the recycling center
- If possible, measure the rooms in your new home and lay out the furniture on graph paper to help identify any items you need to give away or sell
- Start a log for moving expenses – if you are moving for work, moving costs may be tax deductible
- Start to create a list of people to notify of your new address
  - Friends and family
  - Credit card companies
  - Banks and investment companies
  - Magazine and newspaper subscriptions
  - Insurance companies
  - Doctors and health service providers
  - Utility companies
  - Canadian Revenue Agency
  - Misc. business and service companies – landscape company, trainer, gym memberships, etc. (tip – flip through your appointment calendar for the last year to help twig your memory)
- Get recommendations and quotes from moving companies
- If moving to a different city, get copies of school records, dental records, veterinary records, etc.
- If you have young children, make sure they understand what's happening and start thinking of fun ways you can ease the transition (i.e. games about their new city, decorating their room, etc.)

#### **4 to 6 weeks before the move**

- Raid your pantry and go on a shopping hiatus – start creating meals from your pantry and freezer items, and use up cleaning supplies, etc.
- Source moving supplies (boxes, packing tape, markers, bubble wrap or wrapping paper)
- Have a plan for moving any fragile or oversized items e.g. pianos, pool tables, safes, etc.
- Consider getting an appraisal on your expensive items so you can insure them for your move

**MOVING TIP:** Check on sites like Kijiji or Craigslist or ask us to see if we know someone who is getting rid of their moving boxes; or consider using a company like Frogbox that rents environmentally friendly moving supplies

#### **3 to 4 weeks before the move**

- Create an inventory list of everything that will be moved
- Get a change of address kit from the post office
- Do any big cleaning jobs that you have deferred e.g. cleaning the oven
- Arrange for utility deactivations and hook-ups in your new home
  - Gas
  - Telephone
  - Water
  - Telephone
  - Cable
  - Internet
  - Garbage and recycling
- Arrange for additional storage in your new community if necessary
- Start packing seasonal and infrequently used items

**MOVING TIP:** Decide on a labeling plan for your moving boxes and stick with it e.g. indicate room, if it should be loaded last, opened first or if it is fragile.

#### **2 to 3 weeks before the move**

- Arrange for time off work for the move day and for a babysitter and/or pet sitter if necessary
- If moving yourself pack artwork, pictures and decorative items
- Start disposing of chemicals and flammables that cannot be moved (oil paints, caustic cleaners, batteries, etc.)
- Return borrowed items and retrieve loaned items to individuals or businesses e.g. cable box, library books, a neighbour's lawn mower

- If moving into a condo or apartment, arrange elevator access with the building superintendent
- Decide if you are moving any plants or giving them away. If moving, check on any special requirements
- Arrange for a service to clean your house after the move or prepare a cleaning box if you are doing it yourself. At this time, also consider if there is any cleaning that you want to do in your new home and, if possible, get it done before the movers arrive
- Research deadline dates for updating addresses on vehicle registrations, license plates and driver licenses
- Gather valuable items like jewelry, etc. and have a plan to move them yourself or use a trackable and insurable service
- Have any area rugs or draperies that are coming with you cleaned and leave them in the wrapping for easy transport
- Start creating an unpacking plan – especially for the large items so that the movers place the furniture and the bulk of the boxes in the right rooms. Assign specific duties to any family members involved in the move

### **One week before the move**

- Refill any prescriptions that you may need
- If you are changing banks, clean out safety deposit box
- Start actively packing other rooms. Pack room by room, label each box and stack neatly
- If using a moving company, check high-end items for any dents, scratches, or damage
- Back up the files on your computer
- Gather manuals for any appliances or equipment you are leaving behind and place in a cupboard for the new owners

### **2 to 3 days before the move**

- Call the mover and re-confirm the moving time and your new address for delivery
- Defrost the freezer
- Start preparing electronics and installed items for the move
- Withdraw some cash to tip movers and/or for any incidentals
- Have all important moving phone numbers on your mobile phone (e.g. movers, superintendent of new building, etc.)
- Prepare an essentials box, that includes:
  - Medications
  - Contact lenses, glasses
  - Box cutter
  - Toilet paper
  - Garbage bags
  - Change of clothes
  - Towels

- Shower curtain
- Bottle of all-purpose cleaner and cleaning cloths
- Paper towel
- Pet food and dish
- Portable tool kit
- One plate, cup and set of cutlery per person
- Snacks
- Toothbrush and toothpaste
- Coffee and coffee maker
- Bottle of wine and a wine opener 😊

**MOVING TIP:** Prior to disconnecting your electronics take a photo of the back of any tv's, sound systems, computers, etc. that have complicated hook-ups, so you can easily re-install

### **Day of move**

- Take down curtains and curtain rods
- Strip and dismantle beds
- Determine which boxes are the last to move and stack them in a specified area
- Keep important paperwork accessible – including phone number for the movers and a pizza delivery near your new home
- Collect all keys and put them in a safe place

### **Before you leave your old home**

- Do a final walk through, check closets, behind doors, attic, top of cabinets and storage spaces
- Shut and lock windows
- Shut off all lights
- Turn off water
- Turn down thermostat

### **After your move**

- Flatten boxes and consider posting them on Craigslist, Kijiji or a local community board
- Take the time to introduce yourself to your new neighbours and get their recommendations on the best places to shop, get a pizza, walk your dog, etc.
- Treat yourself to a manicure and a massage
- Decorate like a designer – place your large items first and only once you're happy with the placement start to layer in accessories and artwork. Take your time