

THE MOVING CHECKLIST

MORE THAN A MONTH BEFORE THE MOVE

- If you are moving into (or out of) a high-rise apartment, contact the property manager to book the use of the moving elevator. A security deposit is often required.
- Start a moving expenses book. Some of your expenses may be tax-deductible, so be sure to save the receipts and consult your accountant.
- Get written estimates from at least two moving companies and make sure the movers know all the items which are to be included. Do not include jewelry or other small valuables which you should move.
- Movers' Insurance is usually minimal. Check that the movers' insurance will pay the replacement cost of goods which are lost. You may need to purchase additional coverage. Notify your own insurance company of the move and ask for the policy to be reviewed.
- If the furniture is to be stored, what does the insurance policy cover?
- Get a written commitment from the moving company confirming the date of the move and the time of arrival.
- Ask for references from movers.
- Don't be misled by rates – inquire about additional charges and methods used (especially if the moving might extend beyond 5 p.m.)
- Contact provincial health insurance authorities for the province you are moving out of, and the one that you are moving into. If it is within the same province, notify them of your change of address.
- Contact Savings Branch Manager. Arrange for the transfer of all accounts, personal loans, etc., if required.
- Order cheques for the new address.
- Register your change of address with the post office and obtain a supply of change of address cards.
- Begin mailing change of address cards. Keep a list of cards sent. Don't forget to notify all credit card companies.
- Gather together all important documents. Don't forget the pet's documents.
- Resign from any clubs or organizations that are not active in your new community.
- Cancel newspaper subscriptions or change delivery address.
- As you pack, consider numbering all cartons and noting their room destination (e.g. kitchen).

TWO WEEKS BEFORE THE MOVE

- Take a good look at what is worth taking and what is not. Be ruthless.
- Have a garage sale. Get rid of all the junk you don't need to take.
- Clean out club and school lockers.
- Arrange for the changeover of utilities, including telephone. If you are selling, you will need to ask your utility companies (gas & electricity) to take a reading on the closing date. If you are buying, you will need to arrange for a new account to be set up.
Electricity: Within Cornwall: Cornwall Electric 613-932-0123
Outside City Limits: Hydro One 888-664-9376
Gas: Union Energy 888-774-3111
- Reconfirm the booking of a freight elevator if you are moving into or out of an apartment.
- Make a floor plan of the new home and plan where everything will go. Don't guess – take measurements.
- Start packing and number all of the boxes. Keep an inventory list. Mark the contents on each of the boxes. Make two copies of the contents list for each box. Keep one with your inventory lists, and put the other inside each appropriate box just before you close them all up. Seal boxes.
- Return all items that you have borrowed, and get back what you have loaned.

ONE (1) WEEK BEFORE THE MOVE

- Prepare a list of all items you want to take with you personally. Include all jewellery and valuable items which should not be entrusted to movers.
- Dismantle and/or unfasten anything that requires it.
- Prepare a list of everything else that is left.
- Reconfirm the booking for any freight elevator.
- Reconfirm the booking for the moving company.
- Defrost and air dry the deep freezer.
- Arrange for any furniture not being moved to be removed
- If you are selling a home with an oil furnace, contact your supplier to arrange for the oil tank to be filled (this will be reimbursed to you on closing) and let your lawyer know the size of the tank being filled, so that it can be included in the Statement of Adjustments.
- You are entitled to re-inspect the property you are buying. If the property is occupied by a tenant who will be vacating the property, it is usually a good idea to visit the property prior to closing to ensure that the condition of the property has not changed. If any problems exist, contact the office of your lawyer immediately, to ensure that any issues are raised before the closing.

TWO (2) DAYS BEFORE THE MOVE

- This is your last day to pack
- Do your last laundry. Disconnect and drain the washing machine.
- Disconnect, defrost and air dry the fridge.
- Protect delicate furniture with a thick coat of wax.
- Double check that all valuables have been accounted for.

ONE (1) WEEK BEFORE THE MOVE

- Make sure you have gathered together all keys for the house for the new owners (don't forget the garage and shed keys). Typically, a single key is delivered to the office of the lawyer, for remittance to the Buyer on closing.
- If you have a security system why not change the code to something simple like 1-2-3-4-5 so you can feel free to use your old code at the new house.
- Pack all of the items that you will take with you personally. Mark them "Do not load – for Car". It would be better if these were out of the house before the movers came in.

NOTE: Standard Offer states that Seller must vacate by 6:00 PM on the date of closing. Practically, and as a matter of convenience to the purchaser, most Sellers endeavour to be out by NOON. If you run into a delay, please contact your lawyer to make any special arrangements.

MOVING OUT

- Lay down plastic sheets to minimize dirt in the house.
- Lead the movers around the house and make sure they understand all of your instructions. Consider instructing movers to place items regarding beds last on the truck so they can be unloaded first so that some family members have a place to sleep at a reasonable time.
- Do a final check for forgotten items.
- Check inventory for the number of boxes – break down by room.
- Check the mover's Bill of Lading against your inventory.
- Clearly label and leave all the spare keys, and the code for the security system if you have one, inside the house unless otherwise arranged.
- Do not forget to leave the garage door opener for the buyer (as well as any mail box key, etc.).

MOVING IN

- Get to the house before the movers. Arrange to take milk, bread, coffee, tea, etc. with you. It will be a long day.
- Verify that the utilities have been turned on and meters have been read.
- Lay down plastic sheets to minimize dirt in the house.
- Hang up curtains if possible.
- Find your floor plan and give copies to the movers. When your goods arrive look at each item carefully as it is put in place and check off your inventory.
- Note any damage. You will not be able to check goods which have not been unpacked. Accordingly, above your signature on the Bill of Lading write: "Subject to loss or hidden damage".
- First priorities should be the children's rooms, TV or radio, and a basic kitchen.

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