

MOVING CHECKLIST

Professional Organizers streamline the moving process and provide clarity, calm and an extra pair of hands to help with any moving task.
For Southern Vancouver Island residents, contact Maggie for a free consultation.
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8-12 Weeks **Sort and de-clutter**

Go through everything, room by room, and decide what to keep and what to sell, donate or discard. Make a list of items that require special packing and care (i.e. antiques, floor lamps).

 Take measurements

Obtain measurements of rooms and storage space in your new home. Get a copy of the floor plan, if you can. This will help you make decisions about what furniture and belongings to keep. If you're downsizing, this is crucial to determine what will fit in your new residence.

 Choose moving company

If you plan to hire a moving company, get written estimates from companies you are considering. Ask about any hidden costs. Be sure your possessions are covered by insurance during your move. Ask about how the company moves vehicles, pets, plants and valuables. Ask about any items that are prohibited. If you're doing the moving yourself, reserve any trucks or trailers you may be renting from a company such as U-Haul.

 Create a moving folder

Keep all moving records including estimates, receipts and inventory lists. Have this folder handy on moving day.

 Arrange records transfer

This includes children's school records, medical and dental (including prescription info), veterinarian, etc. While you're at it, ensure your prescriptions renewals are up-to-date and that your pets have all vaccinations/certificates for airline travel or new country's requirements.

6 Weeks **Gather packing supplies**

The liquor store is a good source for free, small, strong boxes. Remember to buy packing tape, bubble wrap, newsprint and black markers. Another option is to have all packing materials delivered to your door. Ask Maggie for more information.

☐ Use it up

Start to use up food, cleaning supplies and personal care products you don't want to move. Consider donating items (still within their best before date) to food banks.

☐ Long distance moves

Make any necessary airline and lodging reservations. If you're driving, have your car serviced.

☐ Begin packing

Pack up all non-essential items such as out-of-season items, knick-knacks and infrequently used small kitchen appliances. Label the boxes by room and contents. If you're using a moving company, label boxes that you will be moving yourself. Keep an inventory of all items and which box they are in.

☐ Utilities

Arrange for utilities at your new residence and set-up cancellation of utilities at your current residence for the day after you move. Include hydro, water, gas, garbage, telephone, internet and cable. If you are moving to or from a high-rise building, reserve the elevator for moving day.

4 Weeks

☐ Continue packing

Continue packing all non-essential items.

☐ Important address changes

Contact companies with whom you hold credit cards, gym memberships, magazine and newspaper subscriptions. Register on-line or visit the post office to arrange for the forwarding of your mail. Ask your bank about transferring your accounts to a branch closest to your new residence. Contact all your insurance companies. Give your employer your new address.

☐ Service cancellations

Cancel and/or transfer the following services: housecleaning, yard maintenance, water delivery, daycare. Return any loaned items such as library books, videos, modems, pvr. If you're moving long distance, don't forget to pick up items from dry cleaners, repair shops, storage facilities, etc. Make a note to empty your safe-deposit box just prior to your move and keep contents with you during move.

☐ Arrange supports

Arrange, at minimum, the day off work for moving day. Arrange care for children and pets during your move. If desired, arrange for a house cleaning service for after you vacate your current residence.

☐ Yard sale

If you're planning one, now is the time to have a yard sale. Anything left over can be dropped off at a thrift store, or even better, arrange for a pick up by your favourite local charity.

2 Weeks

□ Continue packing

If you are packing yourself, pack all remaining items except the bare essentials you will need over the next several days. Be sure to leave out enough food and dishes to use. They can be packed on moving day. Label any boxes you will need to access immediately in your new home. Include cleaning supplies, toiletries, etc. Have access to your toolbox on moving day.

□ Fill prescriptions

Ensure prescriptions for all family members have been filled.

□ Parking permits

Arrange for street parking for moving day for both current and new residences, if a permit is required. Arrange for any “resident” street parking permits required at your new address.

1 Week

□ Confirm all arrangements

Ensure all legal paperwork is completed for both current and new residence. Confirm with moving company and discuss how you will be paying. Double check that they have accurate addresses and contact phone numbers for you. Discuss details if they will be packing for you. Consider having money on hand to tip movers on moving day. Confirm flight, motel, car rentals, etc. Confirm with housecleaners if you have someone cleaning after you vacate.

□ Banks

If moving long distance, close out bank accounts, as needed and clear out safe-deposit box.

□ Computers

Back up all computers before packing.

□ Appliances

Defrost your freezers and continue to use up any leftover food. Confirm arrangements for the installation and connection of appliances of new residence, if necessary.

Moving Day

□ Have snacks and drinks on hand

Keep up your energy on moving day. Make sure you have available food and liquids.

□ Ensure you or a designate is on hand to supervise move

Point out any special-care items to movers and give them specific instructions. Ensure items that are not to be moved are clearly marked. Once the truck is loaded do a final walk through to make sure everything has been loaded. Plan to be at your new residence to supervise unloading and provide direction for movers setting up furniture and depositing boxes.

□ Last minute details

These are the things that may be forgotten in the last minute rush:

- drop off or leave keys as arranged
- heat turned down or off
- lights off
- windows/doors locked
- ensure cleaners can gain access to clean

**** These timeframes are a guideline. If you know well in advance that you're moving, start the sorting and decluttering process earlier. This is particularly important if you have an overflow of belongings.**