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**ROYAL LePAGE**  
**ROYAL CITY REALTY**  
INDEPENDENTLY OWNED AND OPERATED BROKERAGE

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## Moving Checklist ✓

### MORE THAN A MONTH BEFORE THE MOVE

- Start a moving expense book. Some of your expenses may be tax deductible, so be sure to save the receipts.
- 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 jewellery or other small valuables.
- Movers' insurance is usually minimal. Check that the movers' insurance will pay 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 furniture is to be stored, what does the insurance 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 to compute time.
- 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 in 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.

### 2 WEEKS BEFORE 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.
- Book freight elevator if you are moving in or out of an apartment.
- Make a floor plan of the new house and plan where everything will go.  
 Don't guess - take measurements.
- Start packing.
- Number all of the boxes. Keep an inventory list. Mark the contents on each of the boxes. Make two copies of the contents on each of the boxes. Keep one with your inventory list; put the other inside each appropriate box just before you close them all up. Seal boxes.
- Return all items that you have borrowed, get back what you have loaned.



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### 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.
- Confirm the booking for the freight elevator.
- Defrost and air-dry the deep freezer.
- Contact the local Finance Department (Tax Department) of your City/Municipality to advise of the change of ownership.

### 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.

### 1 DAY BEFORE THE MOVE

- Lead packers around the house and make sure they understand all of your instructions.
- Make sure you have gathered together all keys for the house for the new owners (don't forget garage and shed keys)!
- 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.

### MOVING OUT

- Lay down plastic sheets to minimize dirt in the house.
- Lead the packers around the house again and make sure they understand all of your instructions.
- Do a final check for forgotten items.
- Check inventory for number of boxes - break down by room.
- Clearly label and leave all the spare keys, and then code the security system if you have one, inside the house unless otherwise arranged.
- Make sure your home is clean for the next person moving in - they will appreciate it.

### 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.
- 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 out in place and check off your inventory.
- Note any damage. You won't be able to check goods which have not been unpacked so above your signature on the Bill of Lading write 'subject to loss or hidden damage' .
- First priorities will be the children's rooms, TV or radio, and a basic kitchen.
- Seeing as you have not yet unpacked, go out and have a nice dinner. **You deserve it!**