

# MOVING CHECKLIST



## FIVE WEEKS BEFORE MOVING DAY

- Go through everything you have in boxes or in storage. Decide what you really want to keep and get rid of anything that isn't going with you (sell, donate, or discard).
- Create a key document file to hold important documents you might need in an emergency. E.g., Medical records, veterinary records, birth certificates and passports, renewable prescriptions, banking information, etc.
- Book a moving company or a rental truck. Ensure the date, vehicle size and prices (basic plus mileage) are clear and in writing. Some moving companies offer packing services, so enquire about rates if you are interested.
- If you have children in school, contact the old and new schools for transfer instructions.
- Obtain moving boxes, packing tape, and markers.
- Save newspapers or buy wrapping supplies.

## FOUR WEEKS BEFORE MOVING DAY

- Arrange cancellation of utilities at the old address and start up at the new one (gas, electric, water, telephone, cable, internet).
- Provide postal service with your address change and arrange to forward your mail.
- Notify service providers of the move (insurance, government tax services, bank, and credit card companies, newspaper delivery, personal care providers).
- Ask Team Hawkins or other service providers such as accountants, doctors, and lawyers for a referral at the new location.

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## THREE WEEKS BEFORE MOVING DAY

- Pack items that won't be needed before you move. Label boxes with a destination room and a general description of the contents.
- Consider non-living areas (garage, sheds, attic). Plan for any special requirements.
- Return any items you have borrowed and reclaim items you have loaned.
- Pack important items and valuables such as jewelry, coin collections, small electronics, or a home safe separate from the rest of your belongings and keep these items during the move.
- Make arrangements for plants (give away, arrange transport or research cross-border restrictions).

## ONE WEEK BEFORE MOVING DAY

- Dismantle furniture and shelving.
- Empty the gas from your lawn mower, snowblower, etc.
- Explore restrictions on the moving of hazardous materials. Properly dispose of all hazardous materials you cannot move.
- Clean kitchen cupboards and pantry, discard or donate items you won't take with you.
- Confirm your reservation with the moving company or truck rental.

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## DAY BEFORE THE MOVE

- Defrost and clean the refrigerator.
- Obtain cash. Have credit and debit cards handy.
- Disconnect and pack major electronics (TV, stereo, computer)
- Pack your survival kit – the items you will need upon arrival:
  - Small tool kit
  - Flashlight
  - Paper plates, utensils, napkins
  - Medication
  - Cell phones, laptops, tablets, and related chargers
  - First-aid kit
  - Personal care items
  - Toilet paper and paper towels
  - Children's toys
  - Cleaning supplies
  - Pet food
  - A cooler with drinks and snacks

## AFTER THE MOVE

- Change driver's license address
- Change vehicle registration address

