



DEXTER ASSOCIATES REALTY

Preparing early can help reduce the stress that often goes along with moving. Here is a list of things to think about ahead of time, in order to facilitate a well planned move.

**Move Date:** \_\_\_\_\_

DONE	6-8 WEEKS BEFORE MOVE	NOTES
	Get written estimates for movers or rental truck. Ask for and check references.	
	Schedule movers or rental truck	
	Determine furniture layout for new home	
	Make storage arrangements if necessary	
	Make inventory of household items	
	Arrange for school transfer	
	Ask for doctor and dental referrals; arrange for transfer of medical and dental records	
	Fill out change-of-address card with Canada Post 1-800-866-6301 <a href="http://www.canadapost.ca">www.canadapost.ca</a> Click on "change my address" in the left hand column. Become a registered user and move your mail for 6 months. Cost approx. \$35 online.	
	Start making travel arrangements (flights, hotel car rental) if necessary	
	Request relocation package from chamber of commerce of new town	
	Create a moving folder to keep all receipts for moving related expenses. Many expenses may be tax deductible.	
	Transfer Property Insurance: <ul style="list-style-type: none"> <li>On current property: Insure until possession date</li> <li>On new property: Insure on completion</li> </ul> Check with insurance company to see how possessions are covered during the move	
	Redirect Income Tax Package Government of Canada 1-800-959-8281 <a href="http://www.cra-arc.gc.ca">www.cra-arc.gc.ca</a> Click on "change your address" in the left column under "Individuals"	
DONE	4-6 WEEKS BEFORE MOVE	NOTES
	Order packing supplies: boxes, packing paper, tape, markers if you're packing yourself. Your moving company may sell you boxes that they will "buy back" at a discounted rate. Another option is to order your packing supplies online at <a href="http://sharondelisser.ca/packing-supplies.asp">http://sharondelisser.ca/packing-supplies.asp</a>	

	Use up or dispose of food, cleaning supplies, and hazardous materials	
	Hold a garage sale and finalize pick-up dates for charities  Big Brothers 604-876-2447 <a href="http://www.bigbrothersvancouver.com">www.bigbrothersvancouver.com</a> Phone to make arrangements to have clothing and small household items picked up from your doorstep.  Craigslist <a href="http://www.vancouver.craigslist.org">www.vancouver.craigslist.org</a> A good source to give away or sell your unwanted items.	
	Arrange for carpet and drapery cleaning	
	Arrange for house cleaning	
	Arrange for move of pets	
	Arrange for move of plants	
	Arrange transfer, resign or change address with club memberships	
	Arrange for utilities (cancel old; start new) Notify Electricity/Gas BC Hydro 604-224-9376 <a href="http://www.bcydro.com">www.bcydro.com</a> Click on “Moving” icon on the home page  Terasen Gas <a href="http://www.terasengas.com">www.terasengas.com</a> Click “start, stop or move on the bottom, left-hand corner of the home page. Be sure you give advance notice (no later than 2 days before moving) to avoid being charged after you move.	
	Notify cellular phone company	
	Arrange transfer of Telephone/DSL Telus 604-310-2255 (Say the word “MOVE”) <a href="http://www.telus.com">www.telus.com</a> Click on “Moving?” on bottom left-hand corner of the home page	
	Cable/satellite Rogers 1-866-246-3866 <a href="http://www.rogers.com">www.rogers.com</a>  Shaw Cable 604-629-8888 <a href="http://www.shaw.ca">www.shaw.ca</a> Click on Customer Care (in the menu bar). Click on “Shaw Easy Move” on the left hand side.	
	Notify building manager or property management company of move date and reserve elevator for moving day	
	Arrange for alarm system to be switched to new location or cancelled	
<b>DONE</b>	<b>2-3 WEEKS BEFORE MOVE</b>	<b>NOTES</b>
	Set aside critical documents and items you will keep with you	
	Transfer prescriptions to closer pharmacy	
	Inform gardeners of move	
	Change address:	
	Family and friends	
	Newspaper	
	Magazines	
	Bank accounts – order cheques with new address	
	Health, life, and auto insurance policies	

	Doctors and Dentist + other medical professionals	
	Vetrinarian	
	Credit card, department stores, gas	
	Employer	
	Lawyer	
	Accountant	
	Church	
	Community Centre	
	Frequent Flyer Programs	
	Daycare or Babysitters	
	For Provincial Services such as drivers license and MSP contact Government of BC <a href="http://www.addresschange.gov.bc.ca">www.addresschange.gov.bc.ca</a> BC residents can use this website to change their address	
	Arrange for house cleaners for your home after move out date	
	Arrange to have locks changed at new property on moving day	
<b>DONE</b>	<b>I-5 DAYS BEFORE MOVE</b>	<b>NOTES</b>
	Defrost freezer	
	Empty ice maker and ice cube trays in case of power shutdown	
	Clean refrigerator, stove, and oven	
	Disconnect and drain appliances for move	
	Drain fuel from power equipment	
	Close out safe deposit box	
	Confirm travel arrangements	
	Confirm arrival time of movers/pick-up time of rental truck	
	Have payment and snacks ready for movers	
	Gather and clean outdoor furniture	
	Return cable box, cable modem, DSL modem if necessary	
	Organize keys	
<b>DONE</b>	<b>THE DAY BEFORE</b>	<b>NOTES</b>
	Reconfirm the arrival time of your moving company/truck.	
	Pack your "open first box" with items you'll need first at the new house: Paper towels, dish cloth Kleenex and toilet paper Kitchen and Bathroom cleaners Petfood Basic tool kit, hammer, screwdriver etc. Garbage bags Scissors First aid kit Juice, bottled water, coffee, tea Lightbulbs Flashlight	
	Set aside valuables or anything that will travel in your car so that it will not be loaded in the moving truck. Such as passports, financial records, Will. Mark "DO NOT MOVE" on the box and move it yourself.	
	Dismantle beds and place packing boxes beside them for sheets, pillows, duvets and the last few personal belongings to be packed	
	Recharge cell phone overnight	

DONE	MOVING DAY	NOTES
	Arrive at your new home before the movers to instruct them where to place boxes and furniture	
	Have the locks changed in your new home	

- Use small boxes to pack books and other heavy items
- Use wardrobe boxes to easily move clothing on hangers, use the bottom of the wardrobe box for shoes
- Label all boxes with a room name or colour code boxes with coloured stickers
- Board your pets in a safe environment on moving day or at least ensure that they are wearing proper ID and license tags in case they become lost.
- Get everyone involved by making a task list, then dividing out the jobs that each person can do. Organizing your household will not only save you time and energy, but will make your whole family feel like part of the adventure.