

STAY ORGANIZED WITH A MOVING CHECKLIST

The key to a smooth move is to stay organized. While you can still find a pen and clipboard, get started on a moving checklist of necessary tasks.

TWO MONTHS BEFORE YOU MOVE

Book a mover. You'll need to decide if you want to pack and/or unpack yourself. If you do choose to do the packing, ask about insurance on any breakage. In general, the movers will only insure what they have packed.

ONE MONTH BEFORE YOU MOVE

Get rid of it. Resolve not to move anything you don't want in your new home. To find a good home for old belongings – quickly and as close as your front step – go to www.freecycle.org.

Start a file for keeping receipts of any moving expenses. You can deduct these at tax time.

Visit your local post office and fill out a Canada Post change of address form.

Notify Canada Revenue Agency of your address change via their web site, at www.cra-arc.gc.ca. Also notify your provincial health plan.

Think about your medical services. Notify doctor, dentist, and optometrist of your move. If necessary, get copies of your records.

If you are moving out of province, find out about driver's license, auto licensing and insurance.

Contact your children's schools and have their records transferred to their new schools.

Make any special arrangements for moving your pets.

TWO WEEKS BEFORE YOU MOVE

Notify existing gas, electric, phone, internet and other utility companies to make necessary arrangements. Make plans to get these services set up at your new location.

Gather up all your bills; they'll contain valuable information like account numbers and customer service phone numbers. Keep these in a safe and accessible place.

Get rid of flammables; drain fuel from the lawnmower and other machinery.

Pack your valuables. This includes valuable papers – like passports, insurance papers, property deeds, auto-mobile ownership, etc. – as well as cash and jewellery. Plan to keep these valuables with you.

What's not at home? Remember to pick up any loaned belongings, as well as anything in storage or at the dry cleaners.

Clear the fridge; use up any perishable foods and limit any repurchase.

Pack a box of "first day essentials" and mark "DO NOT MOVE". Include toilet paper, flashlights, basic cleaning supplies, pet food, handi-wipes, snackable food, etc so you can settle in quickly.

Arrange for removal of "installed items" you are taking with you, like a TV antenna or shelves.

ONE DAY BEFORE YOU MOVE

Take down curtains and rods, as well as any other wall fixtures that are coming with you.

Empty, defrost and clean your refrigerator. Make sure it has at least 24 hours to air dry.

Clean and air your stove.

Plan a self-contained breakfast "picnic" for moving day to eat at home or on the road.

Pack toiletries, medications and other necessities.

Gather up all house keys for the new owner.

MOVING DAY

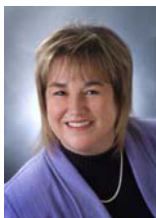
Make yourself available to the moving crew, who may need to inventory each room. Point out any large, antique or unusual items.

Double-check that the moving driver has the correct address and a working telephone number to reach you.

Before you leave, do a final walk through of every room. Check all closets and cabinets. Turn off the lights, and be sure that windows and doors are locked.



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