

Pre-moving day planning is important to make moving day a successful one for the whole family. Use this moving checklist to help make your move as smooth as possible.

New Address

Street	City
Province	Postal Code
Phone: ()	
Closing Date:	
Moving Date:	

Before the Move

- Arrange for your movers. See step one in the [Moving Hints](#) section.

Moving Company	()	
Contact	Phone	Arrival Time

- Arrange well in advance for the keys to your new home.

Who	
Where	When

- Arrange for Utilities for your new home:
(a) Telephone Service, Date/Time of Installation

	()
Company Name and Contact	Phone
Our New Phone Number	Install Time & Date

(b) Hydro Electric Service

()

Company Name and Contact

Phone

(c) Heating
Fuel

()

Company Name and Contact

Phone

(d) Water Service

()

Company Name and Contact

Phone

(e) Cable Television

()

Company Name and Contact

Phone

- Arrange for insurance on your new home. Your lawyer will need particulars of the insurer prior to the closing date.

Insurance Company Name and Contact

()

Policy
Number

Phone

- Arrange for doctor, dentist and other specialists to be notified and to transfer any medical records, X-rays or prescriptions.

New Doctor

()

Address

Phone

New Dentist

()

Address

Phone

- Register and transfer records to new school.

New School Name

()

Address

Phone

Former School Name

()

Address

Phone

- Arrange for pets to receive licenses, tags, vaccinations, etc.
- Use up frozen and perishable foods before the move.
- Notify the following:
 - (a) Post Office – Get change of address cards & forward your mail.
 - (b) The Ministry of Transportation and Communications for driver’s license, motor vehicle permit.
 - (c) The Telephone company for date of disconnection.
Date: _____
 - (d) The Hydro company to take final reading.
 - (e) The Water department for end of billing.
 - (f) The Municipal Tax Department for change of ownership.
 - (g) The Heating fuel company for end of billing.
 - (h) Cable T.V. for end of billing.
 - (i) All other companies by whom you are regularly billed (credit cards, oil companies, etc.). Send them a letter informing them of your new address and the effective date of change.
 - (j) Persons and companies making payments to you.
 - (k) Delivery services and service contracts.
 - (l) Magazine & newspaper subscriptions - well in advance.

When Moving Out

- Make sure your children and pets are properly accommodated so that they will not be injured during the move.
- Have appliances serviced and disconnected for the move. Defrost the freezer (place a container of baking soda or charcoal inside the refrigerator & freezer to dispel odours).
- Have rugs, draperies and clothing cleaned and wrapped.
- Make sure everything is packed very carefully and safely. Valuables should be carried personally or special arrangements made for them.
- Final inspection
 - (a) Make sure everything is out of the house and garage. Check the attic, basement, closets, shelves and backyard.
 - (b) Read all meters:

Gas	_____	Hydro	_____
Water	_____	Is the oil tank full?	_____
 - (c) Make sure all windows are closed and locked.
 - (d) Make sure all doors are closed and locked.
 - (e) Make sure all water taps are turned off.
 - (f) Have you left the heat on in case of a cold season move?
- Leave all of the keys with the appropriate person. If the house will be vacant for a while before closing, have a friend or neighbour look in to make sure that the heating is working and no vandalism has occurred. Also arrange the special insurance coverage necessary for

