

Two months before you move

Now's the time to get a jump-start on organizing your move. Get planning, so your move goes smooth when it's time.

- Create a "My Move" file folder** to organize your estimates, receipts and inventory lists
- Create a "My Move" folder online** to organize any online research you do, keep lists or resources
- Research and book your moving company.** Go online, talk to your friends and family and get at least three estimates. Find out what they include in the move. Get each estimate in writing. How many hours? How many boxes? Do they belong to the Better Business Bureau?
- Call TELUS at 1-844-932-5266** to book communication services for your new home.
Or visit <http://telus.com/move>
- Call your utilities and Canada Post** to advise them of your new location and to switch your services.
- Notify anyone who needs to know of your move.**
- Decide what to take and what to get rid of.** You don't need to move stuff you don't need or want anymore. Organize your items to sell, donate, throw away or keep.

Four to six weeks before you move

It's not crunch time just yet, but it's time to get the bulk of your action items done well before move day.

- Buy your moving supplies.** A moving company will supply boxes if you need them, but in general, you'll still need markers, labels, tape, bubble wrap, specialty boxes for dishes, a box cutter, blankets and furniture wrap.
- Measure up.** Measure the dimensions of your furniture pieces and decide roughly what will go where in your new home.
- Book time off work for your move.** Packing, moving and unpacking can take more time than you think.
- Schedule a cleaning service.** Book someone to come clean your house right after you move out. Consider having them clean 'the new house' you're moving into as well.
- Create an inventory of your items.** Make note of your fragile items and what may need extra care during the move.
- Book storage if you need it.** Not taking some things with you on the move? Get a storage facility booked now.
- Confirm your moving day.** Reach out to those who are helping you to confirm the date and costs.
- Start packing.** Begin with the things you aren't using, and label the tops and sides of every moving box you use with what's in it and what room it belongs in.
- Create a first-day box.** Provide easy access to the things you'll need first: charging cords, travel supplies (like your toothbrush, toilet paper and daily medications), a box cutter and garbage bags. Add a bare-bones kitchen set for simple cooking.

Two weeks before you move



Move day is approaching. Now it's time to clean, consolidate, gather and prepare for your move.

- Get your car ready.** Especially if you're traveling a long way to your new home, bring your car in for a tune-up and a tire check.
- Update your bank.** Order new checks, and transfer your safety deposit box contents to your new local bank.
- Cancel and redirect newspapers and delivered items.**
- Schedule donation pickup.** Your donations should be out of your way a few days before you move. If you're getting rid of electronics, find specialty services for safe handling and recycling.

One week before you move

- Prepare your new home.** If it's empty, stop by the new place and set up the bathroom and kitchen with a few major essentials (soap, towels etc.)
- Pack your bags.** Think of your first few days in your new home as travel time. Pack a few sets of clothes so you aren't hunting through boxes when you move in.
- Confirm your moving details.** Check in with your movers on the date and time, and make sure they have your contact information.
- Clean your pantry, fridge and freezer.** Toss items more than six months old. Get rid of stale spices. Cook and use what's in your freezer, then defrost it.
- Back up your computer files.**

Moving day!

- Make sure your mover's payment is ready.** Even the best estimates aren't perfect — plan for a higher payment if the move takes longer than expected, and don't forget the tip. Provide cold water and snacks for your helpers.
- Check inventory.** Before the movers leave, sign the bill of lading or inventory list and keep a copy.
- Verify the details.** Make sure the movers have your new address, cross-check their estimate sheet against your copy, and ask if their time frame is flexible, just in case the move takes more time.
- Supervise.** Call out any delicate items that need safe handling. Direct traffic when the movers reach your new home. Other than that, stay out of the way and let the movers do their thing.
- Turn things off.** Don't forget the gas, electricity, water and all switches.
- Leave a note** for the new occupants moving in, specifying your forwarding address for mail or deliveries that come after your move.
- Do a final walk through.** Ensure everything is clean and you haven't left anything behind.
- Don't forget garage door openers or spare keys.** Leave them behind for the new owners.
- Lock all doors and windows before you leave.**