

Purpose in Place

simplifying complex lives

www.purposeinplace.com

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Moving Checklist

Two months prior to Moving Day

- If you will use a mover, get a few estimates from moving companies.
- If you will move yourself, get costs from at least two truck rental companies.
- Create a floor plan of your new home for furniture and appliance placement. Using colour coding or numbering systems.
- Make an inventory of your household goods and begin to remove clutter (start with the basement, attic, garage, and other storage areas).
- Start a file for all your moving paperwork (estimates, receipts, etc.).
- Arrange to transfer school records.
- Choose a mover (or truck rental company).

Six weeks prior to Moving Day

- Obtain and fill out post office change-of-address cards.
- Subscribe to the paper in your new hometown to learn more about your new community.
- Make arrangements for storage if necessary.
- Ask your doctor or health plan provider for referrals, and obtain all medical records. This also applies to your Vet if you have pets.
- Have antiques, pieces of art, and other valuables appraised.
- Clean all closets and drawers.
- Start using up foods and cleaning supplies that cannot be moved.

Four weeks prior to Moving Day

- Schedule disconnection of all utility services at your old home, and connection at your new one. Be sure to disconnect the day after you leave and connect the day before you arrive.
- If you are moving yourself, reserve a rental truck.
- If you are packing yourself, obtain packing materials and start packing items you won't need until after you arrive at your new house.
- Arrange for cleaning and repair of furniture, drapes, and carpeting.
- Arrange for special transportation of your pets and plants if necessary.
- Check with your insurance company regarding coverage during transit.
- Make any travel plans necessary for your move and plan your moving sale.
- Collect your important family records, including medical and dental, veterinary and school records; legal and financial documents; birth certificates, passports and insurance documents.

Three weeks prior to Moving Day

Properly dispose of items that cannot be moved, such as flammable liquids.
If you are moving in or out of an apartment, arrange for use of the elevator.
Make child-care arrangements for moving day.
Hold your moving sale.

Two weeks prior to Moving Day

Arrange for disposal of anything not sold at your moving sale.
Service your car in preparation for the move. If you're moving from a warm climate to a cold one, check your antifreeze.
Return any borrowed items (including library books) and retrieve any loaned items.
Cancel newspaper delivery.
Notify any creditors of your move.
Transfer prescriptions and be sure you have an adequate supply of medications on hand.
Assemble a file folder of information (such as alarm codes, appliance manuals for those that are staying, as well as contact #'s for maintenance for the pool or hot tub) to leave for the new owner of the home.
Change your address - One week before your move, send change-of-address cards to everyone who will need to contact you.

One week prior to Moving Day

Send change of address cards to everyone who will need to contact you.
Pick up drycleaning. Tickets are easily misplaced; ask for your things by name, not just by the receipts you have.
Pack a travel kit: Put aside critical items like a chequebook, credit cards, personal phone book, ID, flashlight, keys, toiletries, tools, paper plates, cups, towels, travel alarm clock, aspirin, bandages and games for the kids. Also, pack a suitcase with clothing and other personal items.

One day prior to Moving Day

Transfer your bank accounts.
Take animals to vet for immunization, if necessary.
Close and empty your safe-deposit box.
Settle any bills with local businesses.
Find new homes for plants that will not be moved.
Confirm any travel reservations.
Drain your waterbed.
Defrost refrigerator and freezer, propping doors open.
Let movers pack your belongings (unless it's a do-it-yourself move).
Disconnect and prepare major appliances for move.
Set aside things that will travel in your car so it will not be loaded on the truck.
Pack a box of items that will be needed first at the new house. Clearly mark this box "Last on Last off"
Obtain cash or traveler's checks for the trip and to pay the movers. Water and sodas for the movers is also a nice touch. Confirm arrival time of the truck/van.
If moving yourself, dismantle beds and other large furniture.

Moving Day

If using a mover, be sure someone is at the old house to answer questions.

Note all utility meter readings at old and new house.

Read your bill of lading and inventory carefully before signing. Keep this paperwork in a safe place.

Make sure every family member has their suitcase or box with them.

Ensure there is someone available at both locations for the movers questions.

Delivery Day - Again, someone needs to be on hand to answer any questions from movers or helpers

Check your belongings carefully and note on the inventory paperwork any damaged items.

On an interstate move, be prepared to pay the driver before your possessions are unloaded.

Supervise unloading and unpacking.

Be prepared to pay your mover with cash, certified check, or traveler's checks unless other arrangements have been made in advance.

Unpacking- Refer to your Purpose in Place Organized Moving Plan

Last on First off (LoFo) should be unpacked first.

Hiring a professional organizer to take charge of things at the new home will ensure unloading and unpacking go smoothly.

Purpose in Place will even bring snacks for everyone to ensure spirits and energy stay high.

Good Luck on a Successful Move!

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Purpose In Place Professional Organizing