



GRAYDON HILL

Moving Checklist

We thought you might appreciate a few tips to help you organize your move.

One Month Before Your Move:

- Start a moving expense book. Keep receipts for tax purposes.
- Get written estimates from at least two moving companies, check their references. Inquire about additional charges and methods used to compute time.
- Check insurance coverage for furniture storage.
- Get a written commitment from the moving company, confirming the date of the move and the time of arrival.
- Contact provincial health insurance authorities with your change of address.
- Contact Bank Branch Manager. Arrange for the transfer of all accounts, personal loans, etc. If required order cheques with new address.
- Register your change of address with the post office.
- Gather together all-important documents.
- Resign from any clubs or organizations that are not active in your new community.
- Cancel/change address on newspaper subscriptions.

Two Weeks Before Your Move:

- Take a good look at what is worth taking and what is not. Have a garage sale.
- Clean out club/school lockers.
- Arrange for the changeover of utilities etc.
- Book freight elevator if you are moving in or out of an apartment.
- Start packing. Number all boxes and keep an inventory list.

One Week Before Your Move:

- Prepare a list of all items you want to take with you personally.
- Dismantle and/or unfasten anything that requires it.
- Prepare a list of everything else that is left.
- Confirm the booking for the freight elevator if needed.
- Confirm the booking for the moving company.
- Defrost and air-dry the deep freezer.

Two Days Before Your Move:

- Do your last laundry. Disconnect and drain the washing machine.
- Disconnect, defrost and air dry the fridge.
- Protect delicate furniture with a thick coat of wax.
- Double check that all valuables have been accounted for.

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One Day Before Your Move:

- Make sure you have gathered together all the keys for the new owners (don't forget garage and shed keys).
- Pack all of the items that you will take with you personally.

Moving Out:

- Lead the packers around the house and make sure they understand all of your instructions.
- Do a final check for forgotten items.
- Check inventory for number of boxes-break down room by room.
- Check movers Bill of Landing against your inventory.
- Clearly label and leave all the spare keys, and the code for the security system if you have one, inside the house, unless otherwise arranged and any other instructions.

Moving In:

- Get to the house before the movers.
- Verify that the utilities have been turned on.
- Find your floor plan and give copies to the movers.
- When your goods arrive, look at each item carefully as it is put in place and check off your inventory.
- Note any damage. You won't be able to check goods, which have been unpacked, so above your signature on Bill of Landing, write "subject to loss or damage".



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