

## Checklist

### Before, during and after moving

The removal company has arrived and you're ready to go! Whoops... The freezer is still full... You've forgotten to empty your locker at the fitness club... You've just remembered that your best jacket is still at the cleaners... And the removal guys are looking impatiently at their watches...

We've all heard stories like this. So, if you don't want to transform your moving day experience into an urban legend, follow the hints and reminders in the "Before, during and after moving" checklist, step by step, and sleep at night! *This checklist is relevant to houses as much as apartments.*

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#### As soon as you know where and when you're moving

Shop around and reserve with a removal company or truck rental company (especially if you're moving around July 1st - official moving date in Quebec Province). Also, why not start getting family and friends mentally prepared for giving you a hand, whether it's for packing boxes, moving, cleaning, painting...

#### At least one month before moving

Go through your wardrobes, attic, basement, toy boxes, book shelves and put to one side all the things you no longer need or want.

You could have a yard sale, you could rent a table at a flea market, take your things to a second hand store or you could use the classified ads at Apart-Zone.com to get rid of all your unwanted things. Charitable organizations such as The Salvation Army, centers for the homeless, safe houses for battered women, disintoxication centers, hospitals etc. would be happy to accept a donation of certain items. Depending on the value of the donation, most charitable organizations can issue a tax receipt.

Start by packing the items that you won't need in the weeks to come. Every week you could go around the apartment or your house to see what things won't be needed, until you're settled in at your new address, and box them up. For a short period, you could most certainly go without your books, discs, videocassettes, ornamental china, power tools, photo albums, Christmas decorations, the other television and seasonal clothing. Get them into boxes, but don't forget to write on the box what is packed inside, if it's fragile or not and what room it should go in to at your new address.

Ask yourself if you really want to keep your home appliances. Think about their age, their size and their color. If they are not well adapted to the new home for any of these reasons you could think about selling them. If you're selling a house, you could sell light fittings and ceiling fans to the new owners (unless you have a special reason for keeping them) to make a little money and thus avoid having to take them down.

Decide whether you'll take all your houseplants, or just a few of them.

Eat up what's in the freezer, use up the canned food and finish the jars of jam and pickles etc.

Inform all exterior maintenance service providers (lawn, snow removal etc.) of your leaving date.

Start sending change of address notices.

Organize the transfer of loans and bank accounts without forgetting to contact any company or organization that make direct debits or deposits in your accounts.

Contact your insurance company or broker so as to confirm that the new address will be properly covered from the moment you become the tenant or the owner. Make sure that your current policy will be adequate for

the new address.

- Check to see if your membership with certain clubs, fitness centers or educational facilities can be reimbursed, or if you can pass on the remainder of your membership to a friend or family member.
- Check with your veterinary clinic to see if there's anything you should do for your pets to help them adapt to their new environment.
- Register your kids with their new school and take the necessary measures with the old school to ensure the complete transfer of files and other information.

#### At least two weeks before moving

- Carry on packing the boxes. Don't forget to write on them what's inside and where they have to go at the new address.
- Carry on sending out the change of address notices.
- Contact the telephone company, the electricity company, the gas company, the heating oil company, the refuse company, the cable and Internet access company to tell them when to discontinue their services at the old address and when to re-establish their services at the new address for those who will serve your new region. Make sure that the telephone service is interrupted for as short a time as possible.
- Contact all delivery services that you use such as milk, newspapers, dry cleaning etc. to tell them when to discontinue their services and when to re-establish their services at the new address if it's still in their sector.
- Empty your lockers at your school, pool hall, sports center and of course at your place of work (if you're changing job).
- If need be, ask your dentist, doctor and pharmacist to transfer your files to the appropriate services in your new region
- Think about how you're going to transport your valuable objects. Don't forget the strong box at your bank. Don't send items such as jewelry, insurance policies, legal documents, stamp collections, money etc. with the rest of your belongings in the removal truck. Pack them carefully and take them with you or send them by courier, but make sure they are insured.

#### One week before moving

- Carry on packing the boxes. Don't forget to write on them what's inside and where they have to go at the new address.
- Finish sending your change of address notices
- In Quebec Province, moving costs are tax deductible **if you move 40 kilometers closer** (or more) to your place of work. If this is the case for you, remember to keep not only the invoice from the removal or truck rental company, but also the gas receipts for your own vehicle, temporary lodgings, meals etc.
- For safety reasons, do not box up items that are combustible or that give off toxic fumes such as: oil based paint, bleach, paint stripper, matches, used oil, propane bottles, gas canisters, fire lighterblocks, fire works etc. Aerosol cans are also potentially dangerous, so use them up before you go or throw them away. Empty the gas tanks of lawn mowers, motorcycles, snow blowers, ATVs etc that will be transported. Be careful of cleaning products also, for many of these products are chemical based and if they are accidentally mixed together can have a dangerous reaction.

- Check that you haven't left any clothes at the cleaners.
- Pack some clean sheets and bedding so as they'll be easily accessible for your first night at the new address.
- Prepare a box that'll be last closed and first opened in which to put your essential everyday items such as: some kitchen utensils, some plates and cups, paper towels, drying-up cloths, toilet paper, medicines and first aid kit, soap, shower curtain, garbage bags, tape measure, hammer, pliers, screw driver, nails, screws and not forgetting a pencil and paper to take notes and measures etc. The same idea could be adapted for your kids so as to give them something to do during the trip or for when you arrive at the new address. In their box you could pack some favorite toys, games, books, crayons, coloring book etc. It would also be a good idea to prepare some snacks and to take along a change of clothes, especially if the journey is going to be long.
- Defrost and clean the freezer and fridge at least 24 hours before moving

### The day before moving

- Finish boxing up your things. Don't forget to write on the boxes what's inside and where they should go at the new address. Make sure there's nothing else to box up because tomorrow, you won't have time. If possible, sleep in sleeping bags, at a hotel or with family or friends.
- Don't forget to keep invoices and receipts if you can deduct them from your income tax.
- If necessary, remove ice and snow from stairs, entrances, sidewalk and ally.
- Put your "last closed first opened" boxes to one side as well as your valuable objects so they don't get mixed up with the other boxes.
- Before leaving, don't forget to leave the keys with the new tenant or owner, with your real estate agent, landlord, janitor or a trustworthy neighbor.
- If you know that the house will remain empty for a certain time, inform the police (especially if you are still the owner).
- Tell a family member or a friend the route you're going to take in case of any emergency (if you have a long journey ahead of you).

### Moving day

- Check the stock list that the removal workers make before approving it and ask for a copy.
- Check the condition of the boxes, the furniture etc. so you can make a comparison on arrival at the new address. You could take photographs or film them thus avoiding arguments like "It was already like that when we loaded it".
- Close up the "last closed first opened" boxes, load them last into the truck or take them with you if it's possible.
- Load the items that you will take with you in the car (valuable items, purse and such like).
- Make a last tour of inspection in every room before the truck leaves. Don't just look on the floor, objects on the wall, on shelves, or even on the ceiling can sometimes be forgotten.
- Before signing a shipment list read it carefully to make sure everything is there and keep a copy for your files.

- Take note of the driver's name and give him or her the new address with directions of how to get there.
- Turn off the water heater and put the thermostat to 15 degrees Celsius

### Moving in

- Be sure to get to the new address before the removal truck. You could be charged extra if the removal workers have to wait for you.
- Unload your "first closed first opened" boxes and put them where they'll be easily accessible but out of the way. Put the toilet paper in the bathrooms right away.
- Contact the city council to know what day the garbage truck comes.
- Check to see if the home appliances work properly as well as the hot water and the heating system. Call a repairperson if necessary.
- Check the condition of the boxes, furniture etc. and compare them to their former state. Note down any missing or damaged items on your stock list and inform the driver.

### After moving in

- Finish sending your change of address notices if it's not already done.
- Contact the relevant companies for the electricity, natural gas, heating oil, cable TV and Internet access to confirm with them the date for establishing or for re-establishing their services at the new address, if it's not already done.
- Contact all delivery services that you use such as milk, newspapers, dry cleaning etc. to tell them when to establish or to re-establish their services at the new address if it's not already done.
- Obtain all necessary municipal permits such as dog licenses, renovation permits etc.