

# BALASUNDERAM LAW OFFICE

## GETTING READY TO MOVE – CHECKLIST & GUIDE

### 30 Days to Moving

- \_\_\_ Notify the following institutions of your change of address (30 days prior to moving day):
  - \_\_\_ Canada Post
  - \_\_\_ All financial institutions (Banks, Credit-Card companies, Loan institutions)
  - \_\_\_ Insurance Companies (Car, Home, Life, Property, Health)
  - \_\_\_ Government of Canada (Canada Revenue Agency, Canadian Pension Plan)
  - \_\_\_ Government of Ontario (Ministry of Transportation, Ministry of Health and Long-Term Care, Ontario Disability Support Benefit)
  - \_\_\_ Employers
  - \_\_\_ Schools
  - \_\_\_ Volunteer Organizations
  - \_\_\_ Clubs, Loyalty Programs, Library
  - \_\_\_ Health Providers (Dentist, Family Practitioner, Chiropractor, Specialists)
  - \_\_\_ Lawyers
  - \_\_\_ Accountants
  - \_\_\_ Existing and new Electricity, Gas/Oil, Water, Telecommunications and other service providers, including Garbage
  - \_\_\_ Magazines, Newspaper, Catalogue and any other subscription companies
  - \_\_\_ Existing and new Security and Alarm service providers
  - \_\_\_ Book movers
  
- \_\_\_ Confirm moving-out date with existing landlord
- \_\_\_ If moving out of or into a Condominium Unit, book the elevator
- \_\_\_ If purchasing big furniture (TV, dining set, etc), start browsing and purchasing items so order arrives the day after Moving Day

### Packing for Moving

- \_\_\_ Gather all important documents and materials (jewellery, priceless gifts and possessions) and send these documents to your new address or to a secure place such as a safe-deposit box, storage room. On the day of your move, keep these packed materials with you, so that you can transport them personally
- \_\_\_ Gather moving boxes, bubble-wrap, paper-wrap, heavy-duty tape, markers, and labels
- \_\_\_ Gather all materials loaned to family/friends and return all materials borrowed from family/friends
- \_\_\_ Get organized:
  - \_\_\_ Start packing one room at a time
  - \_\_\_ Decide what items have to: be thrown out, given to charity, or sold at a garage sale
  - \_\_\_ Dispose any items that are considered hazardous and are not allowed to be transported (See What Not to Pack)
  - \_\_\_ Disassemble any major furniture and appliances that won't be needed for the next 30 days
  - \_\_\_ Decide which items you do not need for the next 30 days and start packing those items (Note: Ensure all fragile items such as glassware are wrapped in bubble wrap or paper-wrap, and securely placed in the boxes. Label the boxes containing fragile items with the words "FRAGILE" with a "THIS SIDE UP" logo, along with the list of items on the boxes

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- \_\_\_\_\_ Store packed and labelled boxes to a side of the room
- \_\_\_\_\_ Move onto the next room

## What Not to Pack

- Flammable, corrosive, and explosive items
  - e.g. Fireworks, liquid bleach, acid, gasoline poisons, lamp oils, pool chemicals, ammonia
- Refrigerator or freezer food items
- Perishables
  - e.g. Food or plants that may die or spoil
- Toolbox/kit

## 10 Days Prior to Moving Day

- \_\_\_\_\_ Set-up final inspection of the new property

## Additional Tips

- Try to move on a weekend
- If you have children, have them stay with family members or at a friend's home while moving takes place

## 1 Day Prior to Moving Day

- \_\_\_\_\_ Pack all personal belongings that were not packed before
- \_\_\_\_\_ Call Electricity, Gas/Oil, Water, Telecommunications and other service providers including Garbage
- \_\_\_\_\_ Confirm utility and service connection/re-connection or installation time slots
- \_\_\_\_\_ Confirm with movers (time and location for pick-up and delivery)
- \_\_\_\_\_ If moving out of or into a Condominium Unit, confirm elevator bookings
- \_\_\_\_\_ If possible, clean your new home to prepare for moving (sweeping/mopping, vacuuming, dusting, window cleaning, etc.)

## On Moving Day

- Supervise movers
- When movers transport items, try to have them place the boxes in the designated rooms
- Before signing off and allowing the movers to leave, make sure that any missing or damaged items have been recorded on the contract and/or inventory list
- Assemble the bigger furniture first, then organize the kitchen and washroom
- Ensure that you are available at the appointed time to ensure proper installation of all services from utility companies and other service providers
- Inspect your "old" home to ensure that everything has been moved