



## Moving from one house to another may be an uphill task especially if the prior preparations are not appropriately done.

This is so because there are numerous activities that must be taken care of before, during and after the moving date. In most instances, these activities range from notifying the relevant service providers to the initial packaging of all the items that need to be moved. However, proper preparation will make moving easier than expected with minimum stress for you and your family. This article provides a list of twenty items that must be included in a moving checklist.

### 01



#### Inform all the relevant parties

The first and the most important step to take in preparation for moving is to inform all the relevant parties in order to get ready for any transfers that may require to be done. These suppliers include; the gas provider, electricity company, internet and TV provider, the bank, insurance company, security company as well as any other that is applicable. In addition, one must also notify the landlord and the employer so as to get a day off.

### 03



#### Identify all items that need to be moved

This is done some weeks before to ensure that nothing important is left behind and unnecessary items are not carried in to the new house.

### 05



#### Arrange for appropriate packing

Start packing less frequently used items two weeks to the moving date so as to make work easy on the moving date.

### 07



#### Ensure necessary services are in place in the new house

Talk to the new service providers to make arrangements of supplying all the necessary service prior to the moving date.

### 09



#### Ensure there is enough money for petty and moving expenses

Two days to the moving date, have the credit card or cash money ready for any expense that may need to be taken care of as well as payment for the moving company.

### 11



#### Put all the items to be moved in the appropriate boxes

On the material moving date put all the remaining items in the appropriate boxes ensuring nothing important is left behind. Additionally, one should return any borrowed items.

### 14



#### Take care of the pet and the children

Make the necessary arrangements on who to take care of the pets and the children during the moving process. Have someone watch over them on the moving date.

### 16



#### Switch off electrical sockets, water taps and gas appliances

Before leaving the house make sure that all the power sockets, water taps and gas appliances are switched off.

### 17



#### Hand over all the keys to relevant party

After removal of all items, lock the house and hand over the keys to the relevant party.

### 19



#### Unpacking and arrangement of the new house

The moving company will lend a hand in this if it was part of agreement. On the contrary, one needs to make separate arrangements.

### 02



#### Book the most suitable removal company

The next step should be to source for the most suitable moving company which should be done three weeks to the moving date so as to be assured of safety of all the items to be moved.

### 04



#### Procure the necessary packing materials

Ensure that all the packing materials are made available well in advance

### 06



#### Arrange for apartment inspection by the landlord

Talk to the landlord and arrange for an inspection date to ensure that the house is in good order before leaving.

### 08



#### Call the moving company to confirm the moving date

One week to the moving date, talk to the moving company to confirm the prior agreement and make any necessary amendments.

### 10



#### Empty the refrigerator and allow it to unfreeze

A day before the moving date, ensure that the refrigerator is empty and unplugged from the power socket so as to defrost for ease of moving.

### 12



#### Label all the boxes

Ensure that all boxes are well labelled with clear indications of the delicate items and the side that should be held upward for each box.

### 13



#### Put all the items in the moving vehicle.

Check to ensure that no items are left out while loading items on the vehicle. Check in the wardrobes as well as shelves for any item that may have been left out. Kitchen items should come last since they are delicate and would be moved out first.

### 15



#### Ensure there is a signed document detailing the inventory list

Before the moving company proceeds to the new house, ensure that there is a signed document that clearly details the inventory list for security purposes.

### 18



#### Supervise off the loading process

On arrival in to the new house, supervise the off loading process checking all against the items' moving checklist in order to make sure that all items have been transported safely.

### 20



#### Arrange the payment mode with the moving company

Clear any outstanding balances with the moving company as per the prior agreement.

In conclusion, once the moving process is complete, its time to settle down and enjoy the ambience and serenity of the new house. However, this can only occur after all items have been moved safely following the laid down moving checklist. Additionally, all payments must be completed as agreed with the moving company and the new service providers.

# REW's EPIC Moving House Checklist

## Here are 8 of the most important things to do when moving:

- 1) Schedule mail to be forwarded to new address with Canada Post.
- 2) Get boxes and moving supplies.
- 3) Get the right moving company.
- 4) Contact local phone services company to set up a line at your new home
- 5) Go through all the items in your house. Separate into things that you want to keep, donate, return, or trash.
- 6) Change your address on all official documents.
- 7) If you have children, ensure that they are enrolled at a new school if necessary.
- 8) Notify all relevant companies that you're either cancelling, or transferring your membership/contract to your new address.

Have I forgotten anything else? \_\_\_\_\_

## Finalise Contracts

- Wrap up any loose ends in your respective contracts, and ensure that all that's required of you is fulfilled before you move home.

## If You Are The Owner of the House Being Sold

There are a number of important documents that you may need to have in your possession before selling your current house:

- The title deed
- Relevant surveys
- Tax receipts
- Renovation contracts
- Transferable warranties

Consult your lawyer, and make sure that contracts relevant to the sale of your current house, or the purchase of your future house are signed before starting the packing process.

## If You Are Renting

- Have you seen out your rental period?
- Have you looked at the rental contract that you signed?
- Give notice to the person that you're renting from, once you have finalised the contract for the new place.



# REW's EPIC Moving House Checklist

## Packing Made Easy

Here are 8 of some of the best tricks and hints that you can use:

- Separate your belongings into things that you want to keep, donate, return, or trash.
- Designated packing zone.
- Label your boxes.
- Allocate sufficient time to pack and stick to it.
- Designate different areas of the house to different members of the house.
- Valuables to be kept safe e.g., bubble wrap.
- Go room by room when packing.
- Keep all parts of disassembled items safe.

## Choosing the Right Moving Company

What to Consider When Choosing a Moving Company

- Are you moving within your city or to another city?
- Are you moving to another country? Size of items
- you want to transport? Do the movers come with
- good recommendations?

What is your budget?

How to Verify your Moving Company

- 1) Do they have a good rating with The Better Business Bureau (BBB)?
- 2) Are they listed in the directory of the Canadian Association of Movers (CAM)?
- 3) Do they have mover's insurance?
- 4) Do they have worker's compensation insurance?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## Update All the Things

- 1) Notify all relevant people about your new address.
- 2) Do you have cable, or an internet company, or a gas company that you use at your current address?  
Notify them, cancel your contracts if need be and order new memberships for your new address.
- 3) Contact your bank and other relevant offices and/or companies to inform them that you're moving.
- 4) Inform all relevant Canadian government agencies and offices about your upcoming move.
- 5) Provide your healthcare professionals with your new address.

