



CHECKLIST

Here is a reminder of some items you should look after when planning your move ...

First things first ...

- Begin by taking a good look at what is really worth keeping. Perhaps a Garage Sale is in order ... less for you to move and a few extra dollars in your pocket! Look through your home for rarely used items. Discard anything that's beyond repair, have a yard sale to get rid of the rest, and plan to load unsold merchandise into your car right away so you can take it to the charity of your choice. Collect all items for cleaning, storage, or repair.
- If you plan on using a professional moving company, get at least two estimates, references if you can, and once you've chosen a company, get a written quote. Make sure they know exactly what you have to move, and what you are moving yourself.
- Set up a moving expense book; some of your expenses may be tax deductible, so keep your receipts.
- Prepare a list of friends, relatives, companies, etc., with whom you have done business in order to send change of address notices out. Notify magazine, record & book club, insurance and credit card companies, department store charge accounts, licence bureaus, & financial institution(s). And, **Register a change of address at the post office.**
- Start NOW to advise your gas/electric/phone/cable utilities of your move, and cancel pre-authorized cheques for contracted services. Here are some numbers, if you need them, to start, stop, or transfer service:

Telus Residential Services: (604) 310-2255 OR 1-888-811-2323 www.telus.com

Telus Internet Services: www.telus.net

B.C. Hydro, Lower Mainland (604) 224-9376 www.bchydro.bc.ca

Shaw Cable, Lower Mainland (604) 629-8888 www.shaw.ca

CITY of North Vancouver 985-7761 www.cnv.org

BC Gas (Terasen) 1 (888) 224-2710 <http://www.terasen.com/Gas/default.htm>

- Notify magazine, record & book club, insurance and credit card companies, department store charge accounts, licence bureaus, & financial institution(s), and transfer trust or banking accounts, securities, if necessary.
- Obtain a supply of boxes & devise a good system for noting which room they go to. You can buy boxes and packing material from a moving company or other sources, but that can be expensive. Instead, ask grocery stores, electronics stores and office supply stores for their discarded boxes. They usually large enough, sturdy enough -- and free. Invest in a tape gun, and start saving up newspapers (ask your friends for theirs, too) so you'll have plenty of packing material if you don't want to buy bubble wrap.
- Do any last minute laundry, defrost freezer(s) & gather up keys, mail keys, garage door openers for the new owners.

Moving Out ...

- Be sure to pack a box of essentials -- a telephone, a couple of changes of clothes, a few pots/pans/dishes/utensils, toiletries, medications -- to get you through the first few days. Also, if your mover is late and there are items you couldn't live without for a few days (like a computer, if you work from your home), consider taking that in your own car.
- If using a mover, be sure to pack any small, nonbreakable, valuable items (such as jewelry) separately so you can take it with you in your own car. Large valuable items, such as artwork or electronics, should be clearly noted on the mover's inventory form in case of damage during transit. Do buy insurance to cover any damage that may occur. (Note: movers generally will not insure anything that you pack yourself unless the box itself is missing.)
- Take the time to record the makes, models and serial numbers of your electronics and other items in a notebook or on a sheet of paper. Put this information, along with owners' manuals, extra keys, birth certificates, car titles, wills, insurance information, and other vital documents, in a special folder that you'll keep with you. In your new home, find a place for this folder (or put it in a safety deposit box), so you'll always know where these important papers are (and can easily grab it in case of a fire).
- Clean as you pack. Unpacking is hard enough work without the added effort. Make sure you have protection for the floors & carpets - heavy traffic may soil some areas. Go through the house to make sure nothing is left behind. Are the garage & storage areas empty ?

A few notes on leaving your home clean & tidy for the new owners –

We cannot stress enough how important it is to leave your home the way you would like to find *your* next home – clean & spotless, windows & carpets cleaned, removable stains removed ... no garbage or junk you no longer care for left behind ... smelling fresh & in generally good condition. This not only is a great welcome for the new owners, but their move-in will be a good memory & generally any little problems that come up after their move-in will not come back to haunt you !

Moving In ...

- This may be a long day - pack a cooler with refreshments & snacks ; lay down plastic sheets to protect your new carpet & floors.
- Before you unpack, get a clean start by wiping out drawers and cupboards, sweeping out closets and solid-surface floors and vacuuming the carpets. Next, make up the beds and put towels in the bathrooms. Then you can take your time with the rest of the unpacking.
- Check to make sure all the utilities are turned on.

Best wishes for a smooth move !

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