

Moving Checklist

Who to inform that you are moving?

- Home/Auto/Life Insurance
- Cell Phones and Landline Provider
- Cable and Internet Provider
- Hydro/Water/Gas and other Utilities
- Hot Water Heater rental or other rented item company
- Service Ontario for Driver's License and Health Card
- Revenue Canada
- Your Employer
- Children's Schools/Babysitter/Day Care etc – ensure that your children's records are transferred.
- Banks/Financial Institutions/Credit Cards
- Clubs/Affiliations/Unions & Other Memberships – don't forget buying club cards, outdoorsman cards, gym memberships, children's sports teams.
- Newspapers/Magazine subscriptions – tip: save all envelopes to make future change of address easier.
- Home Delivery and Other Services:
 - Paper Carrier
 - Bottled Water
 - Landscape/Snow Removal
 - Water Softener
 - Satellite TV

Helpful Numbers

Union Gas	519-885-7400
Kitchener Wilmot Hydro	519-745-4771
Kitchener Utilities	519-741-2626
Waterloo North Hydro	519-885-6840
Reliance	1-888-837-1451
Direct Energy	1-800-493-3034
Rogers Cable	1-888-774-3111
Bell Canada	1-866-301-1942

Next steps to ensure your transaction closes smoothly

- Let us know which lawyer you will be using. Advise your lawyer that you have a firm Agreement of Purchase and Sale. We will forward your paperwork to them.
- If buying, contact your insurance company and provide them with the details of your new home. Your insurance broker/company will give you a 'binder' letter certifying that you are covered. You cannot get a mortgage without this letter.
- If selling, advise your insurance company of your closing date. We suggest that you not cancel your insurance until a couple of days after closing, just in case there are any delays or complications with your closing. (This almost never happens, but better safe than sorry)
- Contact your lender and have them finalize your mortgage documents/discharge. Have your lawyer review them with you before you sign.
- Schedule a moving service company for your move, or reserve a truck or van rental for relocation. Please keep in mind that you may not receive your keys before 5pm on closing day.
- If you are a first time home buyer, be sure to give 60 days notice to end your tenancy.

Four weeks before closing

- Decide what you want to take to your new home, what you want to throw out, and what you want to donate to charity or sell.
- Start using up frozen food and staples. Don't buy any more than is necessary before moving.
- Arrange for important school, medical, financial, and legal records to be transferred to your new home.
- If you will need to store any of your stuff for the move, arrange for storage space. Often your moving company can provide temporary storage.
- If you have kids, start talking to them now about the move. Get them involved in the moving process as that will help them cope with the move, especially if this is a long-distance relocation.

Three weeks before closing

- Arrange to have your pets transported or boarded. Start preparing your plants for the move.
- Do you have any items on loan or have you borrowed any? Now may be a good time to get that sorted out.
- Send change-of-address information to the post office and other businesses.

Two weeks before closing

- Schedule a date for a service firm to disconnect and prepare the appliances you are moving.
- Start packing non-essential items.
- Arrange for a babysitter for moving day.
- Start planning to disconnect utilities.
- Draw up a floor plan for your new home and start planning your furniture arrangement.

One week before closing

- Finish packing suitcases and basic essentials. Make sure valuable documents, currency and jewellery are in a safe and easily accessed place.
- Drain garden hoses, lawn mowers, and other machinery.
- Defrost and dry the fridge and freezer. Don't forget to empty the defrost water pan.
- Take down items such as curtain rods, shelves, light fixtures and mirrors that you are taking with you.
- Make sure all your important papers, keys, medications and plane tickets are available for the trip.

Three days before closing

- Meet with your lawyer to sign the closing documents. Your lawyer will tell you in advance what certified cheques you will need to bring with you to close the deal.
- If buying, have the final inspection walkthrough of your new home with your Realtor.
- If selling, be prepared to have the Buyers and their Realtor conduct their final inspection. Ensure you have satisfied anything asked of you in the Agreement of Purchase and Sale.

Packing day

- Leave a clear workspace for the packers.
- Identify fragile and valuable items, items you are taking with you, and items being left for the new owners.

Moving-out day

- Plan to stay home until the moving van has left.
- Tour the house with the van operator during inventory. Confirm your new address and delivery date. Check destination contact phone numbers.
- Do a final check for overlooked items. Make sure windows and doors are locked, lights are turned off, utilities are discontinued or turned off, and the keys are transferred.

Moving-in day

- Try to get to your new home the day before the moving van arrives. Make sure the utilities are connected.
- Take another look to see if your furniture plan is optimal.
- Make arrangements for installation of appliances.
- Look over this moving checklist. Make sure you've covered everything for your move.

Now sit back, relax, and enjoy your new home!