



MOVING HOUSE CHECKLIST

Using this moving checklist to plan the run up to the day and execute a stress free move on the day.

6 WEEKS BEFORE MOVING

- Get estimates and hire a mover. Here are several questions to ask:
 - Are on site estimates offered? _____
 - How is pricing determined? _____
 - Will the movers pack items? If so, additional cost? _____
 - What insurance is included? _____
 - What additional charges may arise? _____
- Or, call and get an estimate on renting a moving truck.
- Get all estimates in writing, and request signed copies.
- Contact your insurance company for additional coverage (optional).
- Create a binder to hold all move-related paperwork (checklist, contracts, and receipts).
- Other _____

5 WEEKS BEFORE MOVING

- Conduct a room-by room survey. Sort items to keep, donate, discard & sell.
- Organize & hold a garage sale, if desired.
- Have valuable items appraised. Photograph or videotape – note any damage.
- Phone to arrange for transfer of homeowners/rental insurance.
- Locate health practitioners in the community you are moving to, make arrangements to have standing prescriptions at a pharmacy near your new home.
- Other _____

4 WEEKS BEFORE MOVING

- | | |
|--|---|
| <input type="checkbox"/> Gather packing supplies, including: | <input type="checkbox"/> Wrapping Materials (bubble, plastic, tissue paper) |
| <input type="checkbox"/> Boxes (various sizes, wardrobe & specialty boxes) | <input type="checkbox"/> Labels |
| <input type="checkbox"/> Box cutters | <input type="checkbox"/> Fill out change of address with post office. |
| <input type="checkbox"/> Tape (packing, masking, blue painters) | <input type="checkbox"/> Send friends and family a we're moving announcement. |
| <input type="checkbox"/> Tape dispensers | |

3 WEEKS BEFORE MOVING

- Pack contents of garage, attic, and storage areas, as well as other infrequently used items.
- Mark boxes and furniture with appropriate labels.
- Label and number each box. Keep a master inventory list with contents of each box.
- Make arrangements to have electricity, phone, gas, water, sewer, garbage/recycling, cable/satellite disconnected in your old home the day you leave and installed in the new home the day before you arrive.
- Call a locksmith to have your new home locks changed on moving day or shortly thereafter.
- Arrange to have a cleaning company prepare the new home before you arrive, if desired.
- Other _____

2 WEEKS BEFORE MOVING

- Pack the bulk of your items.
- Notify magazines, newspapers, banks, credit card companies for your new address.
- Other _____

1 WEEKS BEFORE MOVING

- Print an information sheet for the movers. Include new address, directions & your cell phone number.
- Finish packing. Set aside enough clothing for the week ahead plus a suitcase to pack.
- Place small valuables & important documents in a box/bag. Ask a friend to hold onto it until you are settled, or keep it in a safe place on moving day.
- Discard any hazardous materials that cannot be moved in the moving truck.
- Create a last out, first in box with all day to day necessities, including any of the following that are applicable:
 - Bedding
 - Towel
 - Toiletries
 - Toilet paper
 - Basic tools
 - Cleaning supplies
 - Medications
 - Snacks
 - A few dishes
- Consider hiring a cleaning company to come in and do a quick clean after the movers leave or schedule a day that you will come back and make sure everything is in place for the new occupants.
- Other _____

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MOVING DAY

- Do a walk-through before movers arrive to make sure everything is packed.
- Make sure there are no items left behind.
- Give keys to the REALTOR® or property manager.
- Arrange for someone to direct the movers at your new home.
- Read all the registers and record the readings.
- Other _____

MOVING INTO YOUR NEW HOME

- Arrange for someone to direct the movers at your new home. Ensure they have a copy of the master packing list and are taking inventory, as boxes are unloaded.
- Inspect for damage. Photograph any relevant items before signing the release.
- Test faucets, toilets, utilities, smoke detectors & phone systems.
- Begin to unpack
- Flatten boxes. Set them out for recycling or store for future use.
- Enjoy your new home!
- Other _____

WITHIN 30 DAYS OF YOUR MOVE

- Pick up mail being held at the local post office.
- Change of address.
 - · Driver's License
 - · Voter's Registration
 - · Auto Registration
- Contact Welcome Wagon, if you desire.
- Other _____

