

Countdown Calendar

SIX WEEK CHECK LIST

- Call Salvation Army for pick up of unwanted clothes.
- Decide on your approximate move date.
- Transfer or resign club memberships.
- Do not pack documents connected with your move.
- Review with your doctor the names and dosages of any medications that are renewable.
- Schedule farewell visits with family and friends.

FOUR WEEK CHECK LIST

- Notify your post office. Find out your new postal code. Send change of address cards.
- Arrange to have utilities disconnected. Arrange for temporary cellular service.
- Write or phone the utility companies at destination to arrange services to be connected as soon as you move in.
- Request the phone company at destination to connect service before you arrive.
- Ask your bank to transfer your accounts to the branch nearest your new home.
- If you are paying for your own move, you will need to pay by preauthorized payment via credit card or a certified cheque.
- Arrange for a safety deposit box at the new location. You may want to leave the contents in your present box until one becomes available at destination. Never pack valuables. Keep money, jewellery and bonds with you or arrange for a courier service to transport them.
- Transfer fire, theft and other insurance. Check your policy to see whether a long-distance move is covered.

TWO WEEK CHECK LIST

- Check your "to do" list. Call your Moving Consultant with any questions.
- Prepare a floor plan of your new home and make extra copies. They will be very helpful for moving in.
- Plan a going-away party for your children and their friends.
- Plan menus to use up stocks of canned and frozen foods.
- Collect items being cleaned, repaired, stored and loaned to friends.
- Return library books.
- Arrange care for young children and pets during the busy days of packing, loading and moving in.

ONE WEEK CHECK LIST

Before Pack day

- Keep separate any food, plates and utensils that you will need during the last days.
- Pack them on moving day.
- Prepare a list of items you'll need immediately at destination, such as a flashlight, light bulbs, toilet paper, cleaning supplies, snacks and drinks. Pack these last and unload them first, along with necessities such as the crib or playpen.
- Drain fuel from the lawnmower and other machinery. Safely dispose of all gasoline, matches, paints, aerosol cans and all Dangerous Goods.
- Confirm hotel/ motel reservations for your trip.
- Organize all of your moving and travel documents as well as the valuables you will be taking with you.
- Set aside and label items such as luggage that you do not want packed or moved.
- Pack the phone book, it will be very useful after your move.
- Take down curtains, blinds, rods, shelves. Unfasten any fixed carpets that are to be moved. The mover does not perform these tasks.

MOVING IN...

PACK DAY

- When the packers arrive, show them any items you feel need special care.
- Before the packers are finished, make a final check of closets, cabinets and storage areas for articles that may have been overlooked.
- When the packers are finished, sign the Certificate of Packing and Unpacking, verifying the number of cartons they packed.
- If you are not taking your pets with you personally, take them to a transportation agency or boarding kennel.

MOVE DAY

- Be on hand when the moving crew arrives, or authorize someone in writing to take your place.
- If you have any questions, ask your Van Operator.
- Advise the Van Operator of any items you will need immediately at destination. These items will load last and unload first.
- Accompany the Van Operator through the house as he tags each item with an identifying number. These numbers will appear on your Inventory. Make sure he knows which items are not to be loaded.

- Sign the inventory and keep your copy with your moving documents.
- Keep children and pets aside and do not allow them into the van. If you wish, your Van Operator will be happy to show your children the van before loading begins.
- Before signing the Bill of Lading check the details, with particular attention to Declared Valuation and destination address. Be specific about where you can be reached when your shipment arrives. Sign the Bill of Lading and keep a copy with your moving documents.

MOVING IN

WHAT TO EXPECT-WHAT TO DO

- Confirm arrangements for the installation and connection of appliances.
- On delivery day, for the comfort and safety of young children and pets, if possible, arrange for a sitter.
- Pick up house keys. If possible do any cleaning now.
- Fasten a floor plan near the entrance to help movers place furniture and boxes correctly.
- Be on hand to accept delivery or have someone there on your behalf. If no one is present, you could be charged for waiting time.

GETTING SETTLED

- C.O.D. - have payment prepared for Van Operator.

- Position yourself during unloading so you can inspect the condition of your furniture, direct its placement, and mark it on the inventory. The movers will place rugs and reassemble furniture, but are prohibited from installing appliances, curtains, shelves or fixtures.

- Before the packing material is removed from the house ensure that all small articles have been removed from the paper.

- Sign the Certificate of Packing and Unpacking, verifying the number of boxes that have been unpacked.

- Sign for receipt of your shipment, even if there is damage or loss. Note the details of damage or loss under the "exceptions" section of the Inventory. These notations do not constitute a claim; they are a record of your observations at the time of delivery.

- As soon as possible, check everything that was unpacked. Report any loss or damage to your Destination Agent, or to your Van Operator if he is still in the house.

GETTING SETTLED

ONE LAST LIST

Now that your move is over, it's important to take time to relax, settle in and introduce yourself to your new community.

- Check with the post office for any mail being held for you.
- In the new phone book, record emergency numbers. Locate government agencies and local services.
- Take the children to their new school and meet the principal and teachers.
- If you have moved to a new province or country, consult your new lawyer about differences in laws affecting family matters such as wills and taxes.
- Arrange for medical, dental and paramedical services. Consult the Yellow Pages or ask at the hospital for doctors accepting new patients.
- As soon as permanent residence is established in a new province, new motor vehicle plates and driving licenses must be obtained. Ask about any differences in driving laws.

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