



## WEEKLY MOVING PLANNER

---

### 7 Weeks Pre-Move

- Start organizing your possessions. Throw out all frayed towels and sheets that have gone gray or better yet, use them to wrap delicate items on your move day.
- If you are traveling a long distance for your move, make airline, car and hotel reservations.
- Too much stuff for your new place? Consider a storage facility by calling our office.

### 6 Weeks Pre-Move

- Finish up or pack the remaining food in the pantry and freezer. Use cleaning supplies you have on hand and avoid shopping for household items.
- Call your health insurance provider to ensure that you'll still have medical coverage in your new town. If you have coverage, transfer the policy to your new address.
- Contact your doctors and dentist and inform them of your move. Once you have a new doctor in your new town, arrange to have your medical records transferred. Note that most physicians require you to submit a signed letter before releasing records.
- You may be eligible to deduct transportation, travel, and lodging expenses for job-related moves. Begin to keep records of all move-related expenses and documents.
- Are you a member of a community organization or club? Now is the time to formally resign or transfer your membership.
- Along with all the arrangements for your new home; remember the importance of a termite protection plan. Contact your termite service provider and consider the advantages of a termite baiting program.

### 5 Weeks Pre-Move

- When you purchased your new home, you most likely bought homeowners insurance as well. This doesn't mean that you're stuck with the same insurance provider for years. Be price conscious and shop around for the best rates.
- Moving is a good time to consider renters insurance, so contact your insurance provider and request a price quote for your new home. In order to find a good rate, it's a wise idea to solicit quotes from several providers.
- Think about decorating your new place. Will you need blinds? Also, if possible, take measurements of all the rooms in your new home and decide where you will place furniture. Remember, new furniture can take over six weeks for delivery, so place your order well in advance.
- It's not too early to think about ordering long-distance phone service for your new home. Now is the perfect time to switch your plan and get free minutes!
- Order mailing address labels and stationery for your new home.
- Consider purchasing packing materials. You may protect some of your possessions using crumpled paper; blankets; pillows; even clothing. Sturdy boxes; packing tape; bubble wrap; and packing peanuts can be purchased from MultiCity Moving or your local hardware store.
- If you're driving to your new home and have some extra time, make a mini-vacation out of your trip. Plan to visit historical sites and national parks along the route.

- Start cleaning out your closets and bookcases. Donate or sell any clothing you have not worn in over two years. Sort through books and donate them to your local library or school, or sell to a used-book store. If you have a lot of good stuff and could use some extra cash, get planning on a tag sale.
- What a better way to get rid of old and tired possessions than a garage sale! Organize one.
- Obtain a copy of your new floor plan, or create your own. Then start to plan where your furniture and possessions will live. Measure the rooms, doorways, and stairways to avoid surprises, and seize the opportunity to clean all the walls, floors, windows, cabinets and closets, while your home is still empty.
- Time to open a Bank Account in your new community. Do not close your existing bank account until all outstanding checks have cleared. You might want to consider ordering new bank checks as well.

#### **4 Weeks Pre-Move**

- If you're driving a long distance to your new home, give your car a tune-up beforehand. If you've been putting off a new tire purchase, now is the time to do it!
- Notify the Canada Post Office, organizations, magazines, newspapers, schools, catalogs and other mail senders of your new address.
- Pack all items that you will not need during the month prior to your move. This includes winter/summer clothing, sports equipment, books and linens.
- Make sure your new home is pest-free before you move in! Ask the current residents if they've experienced pest problems, or talk with your soon-to-be neighbors about unwelcome intruders.
- Temporary housing can bridge the gap between arrival in a new community and finding a permanent residence. Search your options; from short-term hotels to longer-term rental options.

#### **3 Weeks Pre-Move**

- Find new homes for plants that you do not want to take with you.
- Call your pharmacist and transfer your prescriptions to the new pharmacy. If you are at all worried about having access to required medication after your move, ask your doctor for an extra prescription.
- Call your local/state government to clear-up any unpaid taxes or parking tickets. Unpaid fees will undoubtedly find their way to your new house (and may even delay license renewal).
- Set-up Utilities: Contact utility companies and sign up for new services.

#### **2 Weeks Pre-Move**

- Remember to drain gasoline and oil from your lawnmower and other machinery, also remember to empty propane from your BBQ.
- Before moving day, try to visit your new home with your new landlord. You'll want to check for damages left by the previous tenants. You'll also want to arrange a time to pick up keys and have the home cleaned.
- Need some maps of your new community? Need to know the quickest route to your new home? Check out some of the many free map sites on the Internet such as [www.mapquest.com](http://www.mapquest.com) or [maps.yahoo.com](http://maps.yahoo.com) these sites are helpful and free.
- When packing for the big day, don't forget to clearly label each box with the room in which they belong. This will help the move go more quickly and settling in will be much easier.
- Keep the Karma going: As a gesture to the people moving into your current home, leave names and numbers of all contractors, electricians, carpenters and plumbers who did work on your home in the past. The new owners will cherish the recommendations.
- Return all library books, videos and any other borrowed or rented items.
- Dispose your household hazardous waste (cleaning fluids, lighter fluid, aerosols) before you move. Contact your Town Hall or Public Works department for the nearest location of hazardous waste disposal. You can also call 1-800-CLEANUP.

- Help out the people moving into your current home by leaving them a stack of warranties, instruction manuals, and receipts for appliances and electrical devices remaining in the home after you move.

### **1 Week Pre-Move**

- Nobody wants to find out that their favorite shirt is back at the old dry cleaners, so remember to pick up all of your clothes before you move..
- Write down the name, address, and phone number of your current landlord/building manager for future reference. Most job and housing applications require this information at some point.
- Don't forget to ask the previous tenant for any warranties and instruction manuals for appliances that will remain in your new home.
- Don't forget to subscribe to the local newspaper(s) in your new community.
- Do not forget to notify friends and family of your move. Call them or send emails.
- Get a good start by packing up all of your possessions that won't be needed during the week of your move. This includes clothing, books, kitchenware and that favorite old t-shirt you've been saving "in case we decide to paint the living room."
- Make arrangements for final trash and recycling pickup. If you're leaving before the next pick-up date, ask neighbors if you can leave trash with them. You might also be able to drop off trash at the local dump.

### **Week of Move**

- As an added gesture to the new tenants, mow your lawn before you leave. The new owners will be grateful.
- Do a final inspection with your current landlord before you move out. Be sure to discuss any damages that may be deducted from your security deposit. If there is a dispute, remember that it's better to negotiate in person rather than over the phone.
- Review your new floor plan prior to moving in, because you may need a carpet cleaning. Two understandably overlooked areas can be floor and carpet sections once hidden by couches, beds etc., so be sure to assess your cleaning needs prior to your furniture delivery. And after your carpets and flooring are clean, tape your room titles to door frames to assist the movers with "what goes where."
- Before filling your new fridge with fresh food, be sure to empty, defrost and clean it.
- Even if you're not personally a germophobe, leave your old home as clean as you would like to find your new one.
- On moving day, be considerate of neighbors. Don't block driveways/sidewalks and don't leave trash or unwanted furniture behind.
- Prepare a special box marked "Moving Day." In it, have the following: a telephone, light bulbs, tool kit, scissors, flashlight, large trash bags, paper towels, toilet paper, plastic utensils, paper plates, plastic cups, toiletries, trash bags, first aid kit including pain relievers, pencil and paper, snacks, beverages, and re-closable plastic bags. For each person in the household: fresh bed linens, a change of clothes, a towel, prescription drugs, a toothbrush, and other personal items.
- Arrange for your valuable documents, jewelry and money to be moved separately, usually these are best kept with you

### **Moving Day**

- It is your responsibility to be present at the time that the move takes place, ensure that when the removal crew arrives you escort them around the house confirming what is to be moved and any special instructions
- Ensure that everything has been packed and loaded for transportation, a final check around with one of the crew, opening all cupboard doors and checking behind doors to avoid items being left behind
- You maybe asked to sign a packing inventory/list, check carefully to ensure that you are happy with the content, you will be asked to check and sign it again at delivery.

1025 Rangeview Rd Unit 2,  
Mississauga, ON, L5E 1H2  
Toll free: (800) 522 0879 / Phone: (905) 278 6111  
Fax: (905) 278 2971  
info@multicity.ca / www.multicity.ca

- Before leaving the property ensure that all windows are secure and water, gas and electricity supplies are switched off. Keys for the residence together with any documents relating to the property or equipment remaining at the house are left at the nominated point
- At the time of delivery ensure that you are present in order to advise the removers where to place items and check against the packing inventory/list.

### **SOLID TIPS TO INSURE A SMOOTH MOVE**

---

- If you're rolling up your sleeves and doing some hands-on packing, start packing several cartons each day, a few weeks prior to your move. Be sure that the items you pack won't be needed before your move, of course. By pacing yourself, you'll be more organized and the job won't be so overwhelming.
- Pack on a room-by-room basis and do one area of the room at a time. It's best not to mix items from different rooms in one box. To prevent small items from being lost or mistakenly thrown out with the packing paper, wrap miniature knickknacks and other small items in brightly-colored tissue paper before placing them in the box.
- On the top and front of each carton, write your family name, a general description of the contents and indicate the room from which it came (or which it will go into in your new home e.g., kitchen, bathroom). Be as specific as you can; it will make unpacking that much easier.
- Double-box fragile items and add plenty of cushioning.
- Keep the weight of your boxes reasonable. If possible, put heavy items in small boxes to make them easier to carry.
- Use only unprinted newsprint paper to wrap items. Regular newspapers are messy and can soil your possessions.
- Use clean cartons designed for moving. If you prefer to use boxes obtained from grocery or liquor stores be sure boxes are clean, and may withstand the weight of the items that you'll be putting in them.
- Some common household items cannot be included in your shipment because they are hazardous materials. Examples of these materials include flammables such as paint, varnish and thinners, gasoline, kerosene and oil, bottled gas, aerosol cans, nail polish and remover, ammunition and explosives, corrosives, and cleaning fluids and detergents.
- We advise you that you should personally transport irreplaceable photos, financial papers and assets (bank checks, insurance policies, stock certificates, etc.), legal documents (wills, passports, etc.), valuables, jewelry, coin and stamp collections, etc.), and medical and family history records.

**Thank you for moving with  
Multicity Inc.**

1025 Rangeview Rd Unit 2,  
Mississauga, ON, L5E 1H2  
Toll free: (800) 522 0879 / Phone: (905) 278 6111  
Fax: (905) 278 2971  
info@multicity.ca / www.multicity.ca