

MOVING TIPS

Getting Organized for Your Move

- ✓ Take inventory of your home. Decide what to keep and what to give away. Donate items that you no longer want or have a yard sale.
- ✓ Buy a large, sturdy accordion file for all important moving-related documents. Many moving expenses are tax deductible, so keep all receipts. Use the file to also organize important household papers.
- ✓ Make your travel plans if they are a part of your move – hotel, rental car or airline reservations.
- ✓ Check on insurance coverage for your possessions if storage is needed.
- ✓ If you have school-age children, talk to your current school and the new one to find out how to complete the transfer
- ✓ If you'll be changing banks, open your account and order new cheques in advance.
- ✓ Start packing belongings that you don't often use.
- ✓ Make sure you file a "Change of Address" form with the post office.
- ✓ Arrange to have your utilities stopped at your old address a day after you've moved out, and request that any deposits be returned. Call the local utilities serving your new address to have service connected a day before you move in. Contact the follow utility companies.
 - Phone
 - Heat/Electric
 - Water
 - Cable
 - Trash Removal
- ✓ Once you have your new phone number, call your long distance carrier directly and sign up for, or transfer, special savings, programs and services.
- ✓ Cancel (or transfer, if appropriate) newspaper delivery at your old address.
- ✓ Pack a "survival kit". Identify what each person in your household must have while you're in the midst of moving—from special foods to prescription drugs. Other items may include
 - Keys to your new home
 - Basic tools: hammer, screwdriver, nails, masking tape, tape measure, flashlight, light bulbs, pocket knife, trash bags.
 - Bathroom essentials: towels, soap, toilet paper, and personal items.
 - Kitchen essentials: snacks, paper plates, cups, and plastic utensils
 - Other items: eyeglasses, address book, chequebook, telephone, clock, a change of clothes, and prescriptions

- ✓ Make sure you have the following items on hand in preparation for the big moving day:
 - The keys to your new residence
 - Phone number, address and directions to your new home
 - The file with all your moving related documents
 - Friends and family members recruited to help!!!!

PACKING UP

- ✓ Start with the essentials, sturdy cartons, newsprint for wrapping things up, tape, scissors, felt tip markers to number and label each box. Make a list of each box. Mark on each box where it belongs in your new place.
- ✓ Wrap fragile items, like dishes and vases, individually. Pad the box in which you pack them with towels, sheets, or clothing. Clearly mark appropriate boxes “fragile”.
- ✓ Put smaller boxes filled with fragile items inside larger boxes.
- ✓ For furniture and lamps that must be dismantled, put the hardware into a plastic bag. Tape the bag directly to the piece of furniture itself. That way you’ll know what goes with what. Better yet, take a picture of what you about to take apart, so you can put it back together the way it was.
- ✓ If you have duplicates of something, such as bed frames, it helps to mark them “A” and “B” to avoid mix-ups.
- ✓ Get more boxes than you think you will need
- ✓ Get smaller boxes for books. Use bigger boxes for lighter items
- ✓ Pack room-by-room, keeping similar items together.
- ✓ Reinforce the bottom of boxes with at least one strip of packing tape
- ✓ Pack boxes firmly to prevent the contents from shifting during your move
- ✓ Use crumpled paper for padding. Seal boxes tightly with wide packing tape
- ✓ Pack records and CDs vertically in boxes. Don’t stack them flat.
- ✓ Place heavier items in the bottom of the box an lighter items on top.
- ✓ Separate items with paper to prevent scratches caused by rubbing.
- ✓ Remove lids from jars and ceramics. Wrap each separately.
- ✓ Seal any opened boxes and bottles before packing them to avoid spills and leakage.
- ✓ Use towels, lines, curtains, ect. To pad boxes of fragile items. Clearly marke these boxes “FRAGILE”.
- ✓ Use a jumbo box for lampshades and cushion them well.

- ✓ If possible ask your mover if you can leave clothes in dresser drawers. Find out from your movers how they want hanging clothes packed.
- ✓ Make a master list of all household items and your belongings.
- ✓ Number boxes when they are packed and sealed. Clearly indicate on the box the room destination. Write on the master list the contents of the numbered boxes.
- ✓ Pack a kitchen bag with the following items:
 - Paper towels
 - Coffeemaker and filters
 - Paper plates
 - Cups, plastic utensils
 - Dish detergent
 - A sponge
 - Pet foods
 - Dishes
 - Trash bags
- ✓ Pack rugs last so they can be the first items unloaded and placed at your new location.

MOVING DAY AT THE NEW PLACE

- ✓ Keep the floor plan of your new residence with you for quick reference—when the couch gets unloaded, you'll know exactly where it should go.
- ✓ Plug in large appliances and electronic equipment, like your TV and stereo, before that big piece of furniture blocks the outlet
- ✓ Put your moving "survival kit" in a place you won't forget, like the bathtub. Crazy? Hardly. You'll know where to find it when you need it.
- ✓ Have your cable hook-up scheduled for the day of your move

GETTING SETTLED

- ✓ Before you unpack, take the time to clean each room and wipe out drawers
- ✓ Create a "move free" zone to relax in at the end of the day – a room free of boxes and clutter. Set up the TV or stereo, bring in some furniture, and turn on the lamps. It may not be permanent, but it'll help you feel at home.
- ✓ Unpack your bedding and make up the beds as soon as possible as they're in place, not when you're dog-tired at the end of the day. Set up your bedside stand with a lamp and a clock
- ✓ Next, focus on the bathroom, organize your medicine cabinet and your shower curtain, and set out some towels

- ✓ Clear an area of the kitchen for your cooking essentials
- ✓ If you have an extra room you won't be using for awhile, keep nonessential boxes there

AFTER THE MOVE

- ✓ Mail that has been forwarded from your old address will have a yellow address label on it. Notify the sender of your new address.
- ✓ Change your voter's registration to account for your new location
- ✓ Contact the Department of Motor Vehicles to notify them of your move and update your driver's license and vehicle insurance
- ✓ If you will have a new doctor and dentist, provide them with your medical history
- ✓ Smile. You're moved!!!!