

Moving Day Checklist

Use this Handy Checklist

Moving means details – lots of little details that can easily be overlooked in the hustle and bustle of your move. Use this convenient checklist to help you plan all aspects of your move.

■ Indicates services Maritime can perform

1 Month Ahead of Time

Date



- Contact Your Maritime Consultant
- Decide which items will be moved
- Plan a garage sale or sell or give away unwanted items
- Establish a packing date with your Maritime moving consultant, or ask for our free “Hints for Self-Packing” insert.
- Confirm loading and delivery dates with your consultant

2 Weeks Ahead of Time

Date



- Make any necessary arrangement for transit protection and storage
- Reserve apartment elevator
- Arrange for disconnection of appliances and/or hookup in your new home
- Arrange for transportation of pets. If required, be sure they have received their shots, and if you're moving a long distance, ask your vet for their records.
- Arrange for disposal or transportation of perishables and plants
- Send out rugs and draperies for cleaning and have them delivered to your new address
- Send out any furniture that needs repair or refinishing and have it delivered to your new address
- Map out a floor plan of your new home to help movers place your things in the right rooms
- Make arrangements for your personal travel and accommodation, if necessary
- Arrange for babysitting, if necessary, for moving day

1 Day before Moving Day

Date



- Defrost fridge and freezer
- Set aside jewelry, cash and documents that you will be moving personally
- Attach “Do Not Remove” tags to goods that you intend to leave behind
- Set aside your personal luggage and any other items (e.g. children's favourite toys) that you will be moving personally

On Moving Day –Your Responsibilities

Date



- Discard flammable and hazardous products that cannot be moved
- Identify cartons that you will need immediately upon arrival in your new home
- Turn furnace down or off
- Shut and lock all windows and doors
- Obtain and check inventory form (long distance moves)

On Moving Day – Maritime Responsibilities

Date



- Cover floors and banisters with protective coverings
- Do a complete inventory of contents if moving long distance or into storage
- Treat customer's possessions with care and respect
- Complete move as quickly and efficiently as possible



Moving Day Checklist

Remember to notify:

	<u>Moving In</u>	<u>Moving Out</u>
Post Office	<input type="checkbox"/>	<input type="checkbox"/>
Relatives and Friends	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>
Hydro	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>
Gas	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	<input type="checkbox"/>	<input type="checkbox"/>
Cable TV	<input type="checkbox"/>	<input type="checkbox"/>
Water Treatment	<input type="checkbox"/>	<input type="checkbox"/>
Doctor(s)	<input type="checkbox"/>	<input type="checkbox"/>
Dentist	<input type="checkbox"/>	<input type="checkbox"/>
Lawyer	<input type="checkbox"/>	<input type="checkbox"/>
Veterinarian	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Company	<input type="checkbox"/>	<input type="checkbox"/>
Income Tax	<input type="checkbox"/>	<input type="checkbox"/>
Family Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Veteran's Affairs	<input type="checkbox"/>	<input type="checkbox"/>
Canada Pension Plan	<input type="checkbox"/>	<input type="checkbox"/>
Old Age Security	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle/Driver's License	<input type="checkbox"/>	<input type="checkbox"/>
Bank/Trust Companies	<input type="checkbox"/>	<input type="checkbox"/>
Credit Cards	<input type="checkbox"/>	<input type="checkbox"/>
Diaper Service	<input type="checkbox"/>	<input type="checkbox"/>
Department Stores	<input type="checkbox"/>	<input type="checkbox"/>
Dry Cleaner	<input type="checkbox"/>	<input type="checkbox"/>
Drug Store	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning Service	<input type="checkbox"/>	<input type="checkbox"/>
Schools	<input type="checkbox"/>	<input type="checkbox"/>
Clubs/Camps	<input type="checkbox"/>	<input type="checkbox"/>
Sports	<input type="checkbox"/>	<input type="checkbox"/>
Newspapers/Magazines	<input type="checkbox"/>	<input type="checkbox"/>
Mail Order Houses	<input type="checkbox"/>	<input type="checkbox"/>
Book & Records Clubs	<input type="checkbox"/>	<input type="checkbox"/>