

MOVING CHECKLIST



Tower Tip | Want to save time and money on your move? Box all small loose items to make for fewer trips to and from the truck!

2 MONTHS PRIOR TO MOVE

<input type="checkbox"/>	Sort through all belongings to reduce the amount of items requiring moving.
<input type="checkbox"/>	Hold a garage sale or repurpose items by donating them to a local charity.
<input type="checkbox"/>	Begin searching for packing supplies and materials that you will require. [Always purchase additional supplies, in case you run out]
<input type="checkbox"/>	Sort and organize all of your documents into a secure and accessible place.
<input type="checkbox"/>	Identify and document repairs or adjustments required to comply with lease terms (cable removal, wall repairs, painting, etc.).
<input type="checkbox"/>	Notify your landlord/superintendent your move plan. [You will want to reserve your elevator well in advance]
<input type="checkbox"/>	Identify an emergency contact with building management for unforeseen circumstance. [Elevator malfunction, access issue, etc.]

1 MONTH PRIOR TO MOVE

<input type="checkbox"/>	Begin your packing with items that aren't used regularly such as off-season clothing, decorations and items that may be in storage.
<input type="checkbox"/>	Back up all your documents and files on an external hard drive or USB drive.
<input type="checkbox"/>	Take items (rugs, drapes, clothing, quilts and bedding) to the cleaners.
<input type="checkbox"/>	Label boxes based on what is inside and where it should go. [To make things easy, label all 4 sides of the box excluding the top and bottom]

2 WEEKS PRIOR TO MOVE

<input type="checkbox"/>	Contact your service provider and your utility companies to advise them of your move. [You will likely need assistance with disconnecting and reconnecting these at the new address]
<input type="checkbox"/>	Transfer any memberships you may have gym, church, clubs or civic organizations to your new address.
<input type="checkbox"/>	Begin to use up food items. [You will likely want to pack less food and do a grocery run after you have moved in]
<input type="checkbox"/>	Arrange care for infants during the move.

1 WEEK PRIOR TO MOVE

<input type="checkbox"/>	Update your address with friends, family, work, your doctors and any others who may need to send you mail.
<input type="checkbox"/>	Complete a walk-through of your home noting items that will require disassembly/reassembly on your move

	day.
<input type="checkbox"/>	Double-check all storage areas to ensure nothing has been left behind.
<input type="checkbox"/>	Check kitchen for any unwanted perishable goods that you would like to donate. [We proudly support Move for Hunger]
<input type="checkbox"/>	Contact your move coordinator and update if any recent changes in circumstances or if you will require any last minute supplies during your move.
<input type="checkbox"/>	Arrange how you will transport your dog/cat if you do not have your own means of transportation.
<input type="checkbox"/>	Begin to empty closets and drawers of personal items and packing them into boxes, or placing into a bag you will be taking yourself.

THE DAY BEFORE

<input type="checkbox"/>	Complete a walk-through of the home ensuring all wall hangings and fixtures have been taken down.
<input type="checkbox"/>	Place any unused moving supplies aside to ensure they are out of the way. [You may find a use for the supplies on your move day]
<input type="checkbox"/>	Ensure that your kitchen cabinets are fully emptied and prepare a cooler for items in the fridge/freezer.
<input type="checkbox"/>	Put together items you will require the first night at your new home; sheets, towels, personal hygiene products and extra clothing.
<input type="checkbox"/>	If you did not request for disassembly, ensure all disassembly has been completed; beds, dining table, wall units.
<input type="checkbox"/>	Set aside any documents you may require for your move.

MOVE DAY

<input type="checkbox"/>	Complete a final walkthrough of the home prior to your mover's arrival to ensure no items have been left lying about. [We want to ensure a safe and stress free move]
<input type="checkbox"/>	Prepare for movers arrival ensuring elevator is ready, and cash or credit is set aside for payment.
<input type="checkbox"/>	Upon arrival of your movers sign any documentation required prior to beginning [Make sure to read over what your signing]
<input type="checkbox"/>	Enter your new address into your GPS or Google Maps for your drive over.
<input type="checkbox"/>	Advise movers how you would like your furniture setup at your new home.

AFTER YOUR MOVE

<input type="checkbox"/>	Begin unpacking immediately in order to ensure nothing was lost and minimize garbage/recycling in later weeks.
<input type="checkbox"/>	Arrange for pick-up/drop off of any rented bins or equipment.
<input type="checkbox"/>	Update address on driver's license and Ontario health card as well as any other important documents.
<input type="checkbox"/>	Leave a review for your movers online about the job they did.
<input type="checkbox"/>	Take a walk around your new community/neighborhood and explore what is nearby.

