



## MOVING CHECKLIST

### 8 weeks before your move:

- Decide on a moving budget.
- Start to sell, donate, or discard items you no longer need. Give us a call if you need us to dispose of any large pieces of furniture before or on moving day.
- If you are moving from one city to another, start to make travel plans (ex. flights, hotel, etc.).
- Pick up boxes, bubble wrap, paper, etc. from Adams Storage, Home Depot, or U-Haul.
- Arrange for packers to pack your current home and unpack your new home. We recommend Ines Shanks from Simplify Interiors; she can be reached at 778-350-5995 or [info@simplifyinterior.com](mailto:info@simplifyinterior.com). Ines also helps clients with staging and interior design.
- If you are going to pack your home, start packing areas of your move that are rarely used.
- Make arrangements for home repairs and renovations to your existing and new home.

### 6 weeks before your move:

- Continue packing.
- Arrange for house/tenant insurance on your new home. We recommend Aaron McGregor from Seafirst Insurance; he can be reached at 250-710-7673 or [Amacgregor@seafirstinsurance.com](mailto:Amacgregor@seafirstinsurance.com).
- Arrange to have your current (and potentially new home) professionally cleaned. We recommend Martha from Definite Cleaning and Care Services; she can be reached at 778-678-0645 or [definitecleancare@gmail.com](mailto:definitecleancare@gmail.com).
- Arrange for conveyancing services (legal paperwork to change over the title of your home) for your existing and new home. We recommend Franco Silletta from Jones Emery law firm, he can be reached at 250-385-1383 or [fsilletta@jonesemery.com](mailto:fsilletta@jonesemery.com).
- Plan out where furniture will go in your new home. Tour your new home and measure what furniture will fit in the various rooms. Please also measure all doorways, staircases, elevators, etc. to ensure we can move your couches, pianos, armoires, etc. throughout your home.
- For a long-distance move, have your vehicles serviced.
- Start to use up canned food to minimize the amount of food moved to your new home.
- Notify your gardener, housekeeper, and other service providers of your upcoming move.
- If you are renting, notify your landlord about your upcoming move and make arrangements for key exchange, inspection, and damage deposit return for your existing and new home.



## 4 weeks before your move:

- Continue packing.
- Set up mail forwarding with Canada Post for your former home.
- If your former home or new home is in a strata, contact your Property Manager to ask where the moving truck can be parked and book the elevator for Provincial Moving & Storage's movers. Please send these notes to Provincial Moving & Storage at [info@provincialmoving.ca](mailto:info@provincialmoving.ca).
- Pack important documents (passports, birth certificates, etc.) and keep them with you for the move.

## 3 weeks before your move:

- Continue packing.
- Arrange to disconnect your utilities and services for your former home and arrange new services for your new home – BC Hydro, Fortis BC, Internet/TV/Home Phone Provider, and the Municipality/Private Provider for garbage/compost/recycling services.
  - If you are disconnecting your home phone, please ensure Provincial Moving & Storage has a cell phone number so we can reach you on the day of the move.
- Arrange for a junk removal company to dispose of unwanted household items. Provincial Moving & Storage can take a few larger items before or on moving day, but for several items, it's best to hire a junk removal company. We recommend Duncan Rumak from Aral Rentals Junk Removal; he can be reached at 604-314-5708 or [Duncan.rumak@aralgroup.ca](mailto:Duncan.rumak@aralgroup.ca).

## 2 weeks before your move:

- Continue packing.
- Notify important organizations of your new address (ex. Bank, work, doctor, schools, charities, etc.). Then contact non-urgent organizations after the move.
- Clean outdoor furniture and bring it inside or under cover so it's clean for moving day.
- Arrange for a babysitter and pet sitter for the day of the move.
- Request the day of the move off from work.

## 1 week before your move:

- Continue packing.
- Take pictures of the back of all your electronics (ex. receivers, computers, etc.) so you know how to hook them up again. Back up all computers, tablets, etc.



- Make labels for each room in your new home so these can be taped to the doors of each room so Provincial Moving & Storage staff know which room to place your boxes in.
- Drain your water hoses and oil/fuel from your lawn mower and any other oil-powered machinery. Moving companies are unable to transport oil-powered machinery with oil still in the machine.
- If you have an aquarium, start to plan how you will transport the fish and drain the tank before moving day.
- If possible, move your outdoor planters out of the rain so they aren't waterlogged on moving day.
- Go to your new home and ensure utilities are connected for moving day.

## Day before your move:

- Gather all prohibited items that can't go into a moving truck (e.g., flammables, propane tanks, fire extinguishers, fuel, aerosols, paint, guns, ammunition, etc.) and place them in boxes/totes so Provincial Moving & Storage staff can place them in your car. Provincial Moving & Storage staff will unload them at your new home. Unfortunately, moving companies are unable to transport these items in a moving truck.
- Gather all plants and place them in boxes. Provincial Moving & Storage staff will place them in your car, so they aren't damaged in the moving truck while in transport. Provincial Moving & Storage staff will unload them at your new home.
- Mark off an area in your former home for items you want accessible on moving day and the first few nights in your new home (e.g., cell phone charger, clothes, towels, toothbrush, medication, etc.). Ask Provincial Moving & Storage staff to pack these items in your car or the back of the moving truck so they are accessible for the first night in your new home. Label these boxes accordingly so staff know they should remain accessible.
- Leave your vacuum, mop and some cleaning supplies out for some last-minute cleaning on moving day.
- Defrost your freezer.
- Make sure everything is completely packed and that all boxes are labelled and closed.
- Use cones or recycling bins to block off parking for our moving truck(s) at your existing and new home.
- Obtain the elevator key(s) for an apartment/condo move. Ensure the elevator pads are put up.

## Moving day:

- Existing Home:



- Ensure the driveway or designated parking space is empty for Provincial Moving & Storage's moving truck.
- Meet with Provincial Moving & Storage's staff in the morning to review and sign the Bill of Lading.
- Give Provincial Moving & Storage staff the elevator key for an apartment/condo move.
- Be present at your existing home so Provincial Moving & Storage staff can ask you questions about what furniture and boxes should be moved.
- Keep a vacuum and some rags handy for any dust bunnies that may be under your furniture.
- Empty your fridge and freezer and place the items in a cooler or plastic totes. Provincial Moving & Storage staff will place these items in your car so they can be taken over to your new home. Staff can bring these items into your new home so you can restock your fridge and freezer.
- Complete a final inspection with Provincial Moving & Storage staff of your former home to ensure all your household belongings are loaded onto the moving truck.
- New Home:**
  - Be present at your new home so Provincial Moving & Storage staff can ask you questions about where furniture and boxes should be placed.
  - Complete a final inspection with Provincial Moving & Storage staff of your new home to ensure all your furniture and boxes are placed in the right spot.
  - Meet with Provincial Moving & Storage staff to provide payment.
  - Order takeout and enjoy your new home!