



Moving Checklist

6 weeks before your move:

- Phone Provincial Moving & Storage to schedule your move.
- If possible, tour your new home and measure what furniture will fit in your new home.
- Start to sell, donate or discard items you no longer need.
- If you are moving from one city to another, start to make travel plans (ex. flights, hotel, etc.).
- Start to use up canned food to minimize the amount of food moved to your new home.
- If your existing home is a rental, notify your landlord of your upcoming move and schedule a move-out inspection. If your new home is a rental, set up a move-in inspection.
- Pick up boxes, bubble wrap, paper, etc.
- Notify your house insurance company of your upcoming move.
- Notify your gardener, housekeeper and other service providers of your upcoming move.

4 weeks before your move:

- 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 our moving truck can be parked and book the elevator for our use. Please send these notes to Provincial Moving & Storage.

3 weeks before your move:

- 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, the Municipality (if you use their garbage/compost/recycling services) or a 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.
- Start packing:
 - Label all boxes what room they should go into.
 - Pack heavy items in small boxes (ex. books) and lighter items in big boxes (ex. linens and pillows).
 - Please pack all opened liquids (ex. olive oil, vinegar, shampoos, etc.) into separate plastic totes and label them accordingly. These items can't go into the moving truck as they could spill and damage your household belongings. Our staff can place them into your car and take them into your new home.



3 weeks before your move continued:

- Pack and wrap dishes and china vertically in boxes.
- Make sure all items are packed including items like lamps (remove lightbulbs from lamps).
- Ensure all boxes are taped closed.
- Arrange for a house cleaner to clean your former and new home.

2 weeks before your move:

- Notify all organizations of your new address (ex. Bank, work, doctor, schools, charities, etc.).
- Arrange for a babysitter and pet sitter for the day of the move.
- Request the day of the move off from work.
- Continue packing.

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.
- Make labels for each room in your new home so these can be taped to the bedroom, bathroom, etc. doors so our movers 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. We are unable to transport oil-powered machinery with oil still in the machine.
- If you have an aquarium, start to make a plan of how you will transport the fish and drain the tank before moving day.

Day before your move:

- Gather all corrosive, flammable, toxic or prohibited items (ex. flammables, propane tanks, fire extinguishers, fuel, aerosols, paint, guns, ammunition, etc.) and place them in boxes so our staff can place these items in your car. Unfortunately, we are unable to transport these items in our moving truck.
- Gather all plants and place them in boxes. Our staff will place them in your car so they aren't damaged in our moving truck in transport.



Day before your move continued:

- Mark off an area in your former home of items you want accessible on moving day and the first few nights in your new home (ex. cell phone charger, clothes, towels, tooth brush, medication, etc.). Ask our 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 our staff know these boxes should remain accessible.
- Defrost your freezer.
- Make sure everything is completely packed before moving day.

Moving day:

- Ensure the driveway or designated parking space is empty for our moving truck.
- Be present on moving day (former home and new home) so our staff can ask you questions.
- Meet with our staff in the morning to review and sign the bill of lading.
- 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. Our staff will place these items in your car so they can be taken over to your new home. Our staff can bring these items into your new home so you can restock your fridge and freezer.
- Complete a final inspection with our staff of your former home to ensure we moved all your household belongings.
- Meet with our staff to provide payment.