



# MOVING CHECKLIST

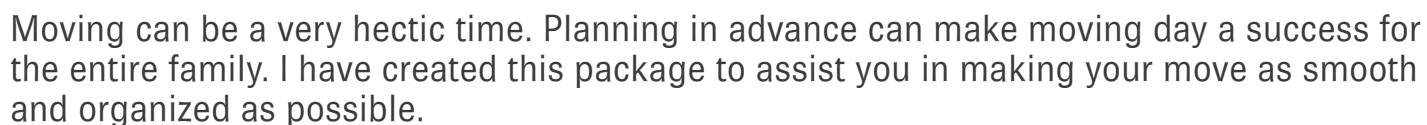


**COLDWELL BANKER**  
OCEANSIDE REAL ESTATE



  
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service • integrity • results

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# USEFUL LINKS & NUMBERS

Please note that I don't endorse any of the companies below. They are a starting point and I advise that you do your own investigations through BBB or third party reviews.

Alisa Gains	<a href="http://www.vicproperties.ca">www.vicproperties.ca</a>	250-744-3301
<b>UTILITIES</b>		
BC Hydro	<a href="http://www.bchydro.com">www.bchydro.com</a>	1-800-224-9376
Fortis BC Gas	<a href="http://www.fortisbc.com">www.fortisbc.com</a>	1-888-224-2710
Columbia Fuels	<a href="http://www.columbiafuels.com">www.columbiafuels.com</a>	250-474-3533
Telus	<a href="http://www.telus.com">www.telus.com</a>	1-855-233-2301
Shaw Cable	<a href="http://www.shaw.ca">www.shaw.ca</a>	1-888-472-2222
Bell Canada	<a href="http://www.bell.ca">www.bell.ca</a>	1-800-585-1890
<b>VICTORIA INFORMATION</b>		
City of Victoria	<a href="http://www.victoria.ca">www.victoria.ca</a>	250-385-5711
Capital Regional District	<a href="http://www.crd.bc.ca">www.crd.bc.ca</a>	250-360-3000
<b>SCHOOLS</b>		
Greater Victoria School District	<a href="http://www.sd61.bc.ca">www.sd61.bc.ca</a>	250-475-3212
University of Victoria	<a href="http://www.uvic.ca">www.uvic.ca</a>	250-721-7211
Saanich School District	<a href="http://www.sd63.bc.ca">www.sd63.bc.ca</a>	250-652-7300
<b>GOVERNMENT</b>		
Canada Post	<a href="http://www.canadapost.ca">www.canadapost.ca</a>	1-866-607-6301
BC Government	<a href="http://www.gov.bc.ca">www.gov.bc.ca</a>	1-800-663-7867
Canadian Government	<a href="http://www.gc.ca">www.gc.ca</a>	1-800-O-CANADA
<b>CLASSIFIEDS</b>		
Times Colonist	<a href="http://www.timescolonist.com">www.timescolonist.com</a>	250-380-5211
Used Victoria	<a href="http://www.usedvictoria.com">www.usedvictoria.com</a>	
Victoria Kijiji	<a href="http://www.victoria.kijiji.ca">www.victoria.kijiji.ca</a>	
<b>LAWYER/NOTARY</b>		
Karen Graham Notary Corp.	<a href="http://www.karengrahamnotary.ca">www.karengrahamnotary.ca</a>	250-590-2626
Randal & Murrell - Mary Murrell (Lawyer)	<a href="http://www.viclawnfirm.ca">www.viclawnfirm.ca</a>	250-382-9282
Mullin DeMeo Wirk- John Mullin (Lawyer)	<a href="http://www.realestatelawvictoria.com">www.realestatelawvictoria.com</a>	250-477-3327





# MOVING CHECKLIST

## ONE MONTH (OR MORE) BEFORE THE MOVE

DATE: \_\_\_\_\_

- ☐ Arrange for the transportation of your goods. If you are hiring professional movers, obtain estimates from at least two moving companies. Do a quick check with the Better Business Bureau to ensure they are a reputable company. If you will be renting a van to move your goods yourself, don't forget to ask the company if the rental is "guaranteed", or "subject to availability". You don't want to go to pick up the van on moving day and find out there isn't one there for you!
- ☐ Keep track of all moving expenses. Keep your receipts as some items and expenses are tax deductible. I have enclosed a Moving Budget Form for your convenience, but for more information on tax deductibles, visit Canada Revenue Agency's website at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).
- ☐ Clean out your closets, storage areas, garage and basement. Have a garage sale or donate your items to charity. A good rule of thumb when cleaning out your closets is, "If you haven't used it in 9 - 12 months, it's not worth the space."
- ☐ It may be a good idea to start packing items that you don't use every day (like holiday decorations, seasonal clothing etc.). For packing tips, see page 7.  
Have the following supplies on hand:
  - ☐ Cleaning supplies, paper towels and sponges
  - ☐ Trash bags
  - ☐ Hammer
  - ☐ Putty and putty knife
  - ☐ Napkins, paper plates and plastic utensils
  - ☐ Packing paper, old newspapers or bubble wrap
  - ☐ Light bulbs
  - ☐ Packing tape
  - ☐ Boxes
  - ☐ Markers
  - ☐ First aid kit
- ☐ Start using up your food. Try to only purchase whatever food is necessary, especially canned goods (they're heavy!) and frozen food.
- ☐ If you rent your current home, see if you can obtain a checklist from your landlord of what is expected of you for your move-out. Review this list and start working on what you can to eliminate surprises.
- ☐ You will require the assistance of a legal professional to handle your real estate transactions. When you choose a lawyer, ensure they are experienced in Real Estate Law. Once you have selected a legal representative, our office will need to know the name of the lawyer that you have chosen as soon as possible.
- ☐ Arrange for insurance or transfer of insurance, for your new home. If your old house or new house will be vacant for any period of time, you should inform your insurance agent so they can arrange for the necessary coverage. Notify your lawyer of your insurer prior to closing.



## TWO WEEKS BEFORE THE MOVE

DATE: \_\_\_\_\_

- ☐ Have your mail redirected to your new address. You can do this at the post office or online at [www.canadapost.ca](http://www.canadapost.ca). Don't forget to notify your friends and family of your new location.
- ☐ If you have pets and will have a few days "in limbo" between homes, make sure to make suitable arrangements for your pets if you are unable to bring them with you during transition.
- ☐ If you live in, or are moving into a building that has an elevator, call to reserve it for your moving day.

Arrange for transfer/disconnection of:

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Gas/oil   | <input type="checkbox"/> Cable/satellite  |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Internet   |
| <input type="checkbox"/> Security  | <input type="checkbox"/> Water  |
| <input type="checkbox"/> Hydro     | <input type="checkbox"/> Newspaper, magazine subscriptions and other deliveries |

\* Note: do not have hydro and water disconnected before closing day.

Notify the following of your move:

- ☐ Your financial institutions and credit card companies
- ☐ Automobile and life insurance companies
- ☐ Trades people (gardener, house keeper, pool maintainer etc.)
- ☐ Medical services and professionals (doctors, dentists, healthcare)
- ☐ Veterinarian, City (for dog license)
- ☐ Schools and daycares
- ☐ Motor Vehicles Branch
- ☐ Your employer or social/pension/employment assistance provider
- ☐ Canada Revenue Agency
- ☐ Frequent flyer plans
- ☐ Memberships to church, fitness facilities, and community groups
- ☐ Professional associations

- ☐ Order cheques with your new address
- ☐ Confirm move with movers or moving van rental. Ask them to confirm the address, arrival time and how many hours you have reserved.
- ☐ Whether you are currently renting or you own your current home, you should arrange to have your carpets cleaned. If you have pets, it's a good idea and courteous to have your vents cleaned as well. To save time and stress, you could also arrange to have your house cleaned rather than doing it yourself.



- ☐ Obtain the garbage and recycling schedule for your new neighbourhood from the city.
- ☐ Create a layout of your new home to illustrate how furniture will be placed.
- ☐ If necessary, start putting nail holes in the walls, Carry the putty with you when you take down pictures so you can fill the holes at the same time. If you dab a small amount and wipe the excess with a Q-tip it will be barely visible.
- ☐ Do a final walk-through of your property to verify that any agreed upon repairs have been completed.

## **LAWYER/NOTARY APPOINTMENT**      DATE:\_\_\_\_\_

- ☐ Buyers Only - Obtain a bank draft payable to the lawyer or notary for closing. You should already have been given the amount required by them.
- ☐ Don't forget to bring photo identification to closing. This is required to have the documents notarized.

## **MOVE OUT DAY**      DATE:\_\_\_\_\_

- ☐ Double check appliances. After you clean out your fridge, put a box of baking soda inside to dispel odours.
- ☐ Leave all appliance manuals and warranties on the counter for new occupants.
- ☐ If you have an alarm system, ensure your agent knows the security code.
- ☐ Complete packing of all personal effects. You may want to personally take valuables with you.
- ☐ Dispose of any remaining garbage. No garbage should be left for the new owner.



- ☐ Last minute walk through:
  - ☐ Check that all windows are closed and locked.
  - ☐ Make sure all personal effects are out of the home, property and accessory buildings. Check every nook and cranny!
  - ☐ Ensure water taps are turned off.
  - ☐ Turn off lights and turn down the thermostat.
  - ☐ Turn on security alarm and lock and close doors
  - ☐ Take any garage remotes out of your car.
  - ☐ Leave mail keys and an note explaining the location to the new owner
- ☐ Leave any extra keys with the landlord or real estate agent. If your REALTOR® has a key from the lockbox you can leave all the keys/remotes on the counter. If you aren't comfortable doing the "mad dash" out of the closing garage door and need a key to lock up you can simply hide a key outside. Remember to leave a note on the counter explaining the location to the buyer.

## **MOVE IN DAY**    DATE: \_\_\_\_\_

- ☐ Pick up all of your keys and make sure they fit the locks. Change locks and change security pass code if necessary.
- ☐ Inspect the property, both inside and out, for any damage.
- ☐ Ensure everything is in working order (appliances, lights, plumbing, windows and doors, etc.)
- ☐ Move in your "Necessity Box" (see Packing Tips on pg. 7).
- ☐ Make sure your utilities and services are operational (water, phone etc.).
- ☐ Post your layout plan to inform movers (or friends) where to place furniture.
- ☐ Supervise the movers (if necessary) and check everything for damage. Draw any damage to the attention of the mover immediately. If you don't have the time to inspect everything, write "conditional upon an inspection at a later date" on the bill.
- ☐ It's nice to have food and beverages available to the movers or friends helping you move. Don't forget napkins, toilet paper and a first aid kit!
- ☐ Start unpacking!





# PACKING TIPS

1. Start with more boxes than you think you'll need. The majority of your boxes should be 2 cubic feet, with 25% of your boxes being 4 and 5 cubic feet.
2. Label each box with:
  - Your surname
  - It's contents
  - Which room it belongs in
  - Write on the tape not the box so it can be easily used again
  - Box number
3. Don't put more than 30 pounds in each box. Split your books up and pack half the box with books, and the other half with lighter materials. Movers can refuse to move a box that's too heavy.
4. Pack your boxes to capacity. A box that is not completely full will cave when other boxes are piled on top, causing them all to topple over.
5. Set aside 2 boxes for:
  - Necessity box
  - Valuables and important papers/documents
6. In your Valuables Box, place any jewelry, precious photos and mementos, financial documents (Contract of Sale), records and any other items that you would want to personally carry with you. Don't forget to pack your phone charger in this box! Mark this box "DO NOT MOVE" and move this box yourself.
7. Your Necessity Box will have linens, toiletries, basic kitchen supplies, hammer and screwdriver (for setting up furniture) and some toys to occupy your children. If you have pets, you'll need to keep some food, dishes, leashes etc. aside for them too.
8. Use your suitcases to pack clothes and bathroom supplies that you will need the first night or two in your new home. Pretend you're packing for a two-night vacation.
9. Wrap your furniture with comforters or moving blankets. Wrap your mattress in plastic wrap.
10. Try to use your towels and linens to wrap breakables. Otherwise, purchase a roll of clean newsprint to wrap your stem ware, china and other breakables. Clearly mark boxes with breakables "FRAGILE".
11. Use your dresser drawers as makeshift boxes! Use them for items you'll need right away.
12. Don't pack explosives, corrosives and flammable items. These are not only dangerous, but can void your insurance. Check with your movers for allowable items.
13. If you purchased boxes from a moving company, you may be able to return boxes that are still in good condition after your move. Or, if you have the room, flatten them and store them in the crawl space. You never know when you may need a box (or 50!). Nonetheless, try to recycle or reuse.



# MOVING BUDGET

## TRANSPORTATION AND STORAGE

Moving Van	\$
Rental Truck or Trailer	\$
Cost of Rental	\$
Gas	\$
Storage Costs	\$
Other	\$

## SUPPLIES

Boxes	\$
Packing Tape, Paper, Bubble Wrap, etc.	\$
Cleaning Supplies	\$
Other	\$

## SERVICES

House Cleaner	\$
Carpet Cleaning	\$
Duct Cleaning	\$
Handyman	\$
Repair Technicians	\$
Other	\$

## OTHER MOVING EXPENSES

Connection Fees	1.	\$
	2.	\$
	3.	\$
	4.	\$
	5.	\$
	6.	\$
Mail Relocation Fee		\$
Pet Boarder		\$

## MISCELLANEOUS

1.	\$
2.	\$
3.	\$

Total Moving Expenses

\$



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