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CANADA MORTGAGE AND HOUSING CORPORATION

Planning Checklist: Three Weeks until Moving Day

More than 14 days before moving

- ☐ Get boxes and moving supplies.
- ☐ Take unwanted items to charity and/or dump.
- ☐ Dispose of household chemicals properly (old paint, caustic cleaners, etc.). Take these to the local Toxic Waste Centre.
- ☐ Arrange phone service at your new home.
- ☐ Set up mail-forward with [Canada Post](#).
- ☐ Arrange the return of any cable TV equipment.

Complete necessary change of address forms:

If necessary, do the following:

- ☐ Drivers' license, Health cards, Insurance
- ☐ Employer, Doctor, Dentist
- ☐ Magazine subscriptions and other mailings
- ☐ Memberships, insurance
- ☐ Bank accounts, credit cards, and tax office ([Canada Customs and Revenue Agency](#))
- ☐ Make travel arrangements and reservations.
- ☐ Arrange transfer of car insurance & license plates.
- ☐ Notify kids' schools, transfer records.
- ☐ Register at new school.
- ☐ Get copies of medical and dental records; if you have pets, get copies of veterinary records.

8 to 14 days before moving

- ☐ Return borrowed items.
- ☐ Retrieve loaned items
- ☐ arrange for major appliances to be moved.
- ☐ Arrange connection of utilities at new place.
- ☐ Arrange disconnection of utilities at old place.
- ☐ Dispose of all flammable materials.

2 to 7 days before moving

- ☐ Determine what you can bring with you if travelling by car, plane, train, or bus.
- ☐ Prepare "installed items" that you're bringing (TV antenna or shelves*).
- ☐ Pack a suitcase with the clothes and toiletries that you'll need the first day in your new home.
- ☐ Pack a special box with other essentials you'll need for the first few days and marks this box "Do Not Move".

The day before moving

- ☐ Take down curtains and curtain rods.
- ☐ Empty, defrost and clean refrigerator; clean the stove.
- ☐ Pack your personal belongings, except your alarm clock, necessary clothes, jewellery and bedding

Moving day

- ☐ Keep paperwork accessible.
- ☐ Strip and dismantle beds.
- ☐ Final walk-through: check all closets and cabinets
- ☐ If using a moving company, walk about with supervisor and sign inventory forms.
- ☐ Collect all keys; keep them in a safe place.
- ☐ Clean premises that you are leaving, inspect with the landlord.
- ☐ If using a moving company, confirm the new address and delivery time with the driver.
- ☐ Know how to reach your new landlord or superintendent.

***Note:** Ensure your lease permits the items that you plan to install in a new place. Some leases may not permit the installation of shelving screwed into walls or TV antennas.

Be sure to give proper notice; see the Provincial Fact Sheets for information on the notice required.

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