

## Moving Checklist

### Two months before moving (or as soon as possible)

- Call Econo Movers to get a free estimate.
- Have a garage sale and donate unwanted items to charity.
- Fill out change of address forms.
- Transfer memberships for clubs, committees, civic organizations, and churches.

### Two to four weeks before moving

- Confirm moving date and reservations with Econo Movers.
- Call utility company and change service to new address.
- Change your address on magazine subscriptions, disposal, newspaper, and utility accounts.
- If you are moving from an apartment, reserve an elevator.
- Have appliances serviced for moving.
- Defrost freezer and refrigerator. Place deodorizer inside to keep it fresh and odour-free.
- Drain fuel from lawnmower and other power equipment.
- Clean rugs and clothing. If they are delicate have them wrapped for moving.
- Plan ahead for special needs of children and animals.
- Collect items from safety deposit box.
- Make copies of any important documents and hand carry them to your new address.
- Collect valuables to be taken by you to your new residence (i.e. Jewellery, passports, etc.)

### If you do not require packing services

- Pre-pack items that you will not use, such as Christmas items, camping gear, etc.
- Ensure that all packing is done the day before, and each box is labelled with it's room destination. Also, label the box if the items are fragile.
- All boxed should be sealed and uniform in size.
- Do not pack using garbage bags.
- Put only soft items, such as clothing, in drawers.

### Preparing for the crews arrival

- Set your alarm earlier than normal, and have breakfast completed by the time that our crew arrives.
- Park your car outside the driveway before the truck arrives.
- Disconnect appliances and electronics.
- Have childcare arranged and ensure that pets are somewhere safe.
- If possible, move houseplants and dried flowers yourself.

### When our crew arrives

- Carry valuables, important documents, currency, and jewellery yourself.
- Point out any articles that require extra care, such as antiques and family heirlooms.
- Confirm delivery address and give the driver directions and a map, if necessary, to the new address.
- Do a walk though to ensure all items are moved out, before moving crew leaves.

### Arriving at your new home

- Give the driver a tour of the new home to determine location of any difficult items.
- Be explicit from the beginning on where you would like your furniture placed, to eliminate wasted time and expense.
- Provide the crew with the elevator key.
- Unpack, relax and enjoy!