

# Moving Checklist

## Your Guide To A Well-Planned Move

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### 2+ Months Before Moving

- Decide on what you feel comfortable handling and when you will call in expert help. Know your limits and use experts such as movers and packers to make your move easier. Lambert's provides professional move planning to help you keep your move on track.
- Tour your home and decide which items should be discarded or donated to charity. Tag those items with non-stick coloured tags. Consider a moving sale, auction, or selling online through Craigslist. Start sorting in your closets and storage areas. Cull as much as possible. You will save by moving less. The team at Lambert's understands the challenges of sorting for downsizing. We provide expert help every step of the way including removals to charity & auction and junk removals.
- Arrange move-in details at your new home and confirm date and time. Ensure elevators are booked for movers at the time they will need to use them.
- Prepare a floor plan of your new home. Measure your furniture to determine what items will fit in your new home. Draw a floor plan and name each room. If you need a hand, Lambert's is happy to help you with this.
- Arrange for free charity pick up for donations and junk removal for items that cannot be donated or sold.

### 4 Weeks Before Moving

- Begin the process of contacting the "People to Notify" list at the bottom of this page to transfer your utilities and look after important changes of address.
- If you are packing yourself, secure packing materials from your mover. Proper moving boxes are easier to use for you and the movers. Pack and clean as you sort. The bare basics of packing are upside down for glasses, plates on edge, and lamps upright with shades removed. Be sure to label your boxes on the side according to your floor plan. Consider Lambert's professional packing services for an easy and worry-free move.
- When you are doing your own packing, everything must be packed and ready for the movers. Anything not packed is blanket wrapped and moved at owner's risk. Mark all boxes PBO (Packed By Owner).

- Consider colour-coding boxes with coloured tags corresponding to each room in the new home.

### 3 Weeks Before Moving

- Plan to use frozen, canned and dry foods prior to your move.
- Some items require special handling including: Gas stoves and dryers, fridge with water hook-up, grandfather clocks, pool tables, TV's, pianos and front load washers. Discuss with your mover prior to move.
- Use up your aerosols, flammables and cleaning products before moving. Speak to your mover to find out if they will move them. If they do, place in open plastic totes and show mover on move day.
- Try to avoid over watering your plants. Move outdoor plants under cover.
- Dismantle large power tools such as saws and lathes. Also dismantle your universal gym. Lambert's will dismantle and reassemble them for you. Let us know about specialty items when you book your move.
- Book your carpet cleaners and house cleaners. Ask Lambert's for referrals for trusted service providers.

### 2 Weeks Before Moving

- Make travel arrangements if your move is long distance. For local moves, consider one night in a hotel.
- Transfer personal insurance and make sure you are covered for household moving for more than fire and theft.
- Close or transfer bank accounts. Return library books and other borrowed items. Collect loaned items and other miscellaneous stored items.
- Complete a change of address form (available at the post office or online)

### 1 Week Before Moving

- If you are giving away plants, do so now.
- Drain gas from lawn mower.
- Set aside medicines and other personal items you will transfer yourself.

- Take down draperies, blinds and shower curtains.
- Pack lightweight clothing such as sweaters, as well as towels and linens in bureau drawers, taking care not to overload them.
- Wash and dry all laundry and pick up all dry cleaning.
- Have important names and numbers handy: movers, realtor, and cleaning services.
- Confirm your booking with movers and other services.

## 1 Day Before Moving

- Clean your home as much as you can so the final cleaning on move day will be quick.
- For long distance moves, defrost, clean and dry refrigerator and freezer.
- Put cleaning supplies, toiletries and coffee pot in specially labelled boxes to be loaded last and unloaded first.

## Moving Day

- Meet the movers and prepare to be available at all times to answer questions. Give them the floor plan so they can plan their load.
- Make a final check of every room and storage area, lock windows and doors, turn out lights and transfer keys.
- Always confirm delivery address and contact phone number with driver before they leave.
- Meet the moving van at your new home and ensure correct placement of furniture and boxes. If you are at work or away, Lambert's will manage your move and ensure everything goes smoothly.

## Businesses to Notify

- Electricity/Gas/Cable
- Doctors & Dentist
- Telephone/Internet
- Post Office
- Insurance (Home & Auto)
- Driver's License
- Newspapers/Magazines
- Banks/Credit Cards
- Water/Milk Delivery