

ACR Removals Moving Checklist

8-9 weeks before the move:

- Contact a realtor in your new town to determine what type of housing options will best suit your needs and budget.
- Obtain and fill out Change of Address form online or at your local post office (if you don't know the new address, save the form in a safe place for future use. However, it's best to fill out the form as quickly as possible, so that it doesn't get misplaced during the move).
- Survey the contents of your home and begin to discard items/furniture that will not be going with you.
- Contact your new schools to see what records they will need.
- If you already know where you'll be living, request a floor plan of your new home to help determine what will or will not fit into your new space.

7 weeks before the move:

- Contact your local clothing and furniture donation point(s) and determine your pickup/drop off options.
- Begin cleaning out your closet and ask your family members to do the same.
- If you've already found a new home, contact the utility companies in your new area and arrange for service upon arrival.
- Look for doctors in your new area.
- Begin eating the food that's in your freezer and cupboards.

6 weeks before the move:

- Notify friends and family of your new address (if you already have a new home address).
- Go to the post office and arrange for your mail to be forwarded to your new location.
- Book an appointment with your pet's veterinarian to make sure that you have all required vaccinations and records.
- Begin organizing your important documents (and identifying any location-sensitive lost documents that you may want to replace before the move, such as a lost marriage certificate).

5 weeks before the move:

- Arrange for supplemental moving insurance if desired.
- If you live in an apartment building, contact your building manager and arrange for prolonged use of the service elevator on moving day.

- When relevant, book a flight to your new location. If you are driving, plan your route. If necessary, arrange for hotels along the way.
- Arrange for magazine or newspaper subscriptions to be delivered to your new address.
- When moving far away, cancel your newspaper subscription(s). If moving locally, arrange for delivery to your new home.
- Make a list of all companies who will need to know of your change of address and begin contacting them.
- Start packing items that are not used frequently.
- Make a list of furniture that will not fit into your new space and start planning ways to donate it.

4 weeks before the move:

- Submit a change of address form.
- Make a list of everything that will be packed in your First Night Box and make sure that you will have enough room (both in your luggage and, when relevant, in the trunk of your car).
- Have car inspected if traveling by car.
- Get a copy of your health records and keep it with your important documents.
- Arrange for utilities to be shut down (or for the accounts to be transferred to their new owners) on the evening after the move or the next day. This includes: electricity, gas, phone, Internet and water. Make sure that they will not disconnect your utilities while you are still moving.

3 weeks before the move:

- Check forgotten areas (such as the garage, attic and basement) for things you may have forgotten to pack.
- Give away plants if you're not taking them with you.
- Contact the Transport Department regarding your change of address if moving within state.
- If necessary, arrange for a storage unit to accommodate your things until your new home will be ready.
- If you are driving a long distance, create a playlist of songs to enjoy during the trip. Alternatively, purchase several books on tape to keep you focused during the drive.

2 weeks before the move:

- Enlist friends to help relieve the stress of last minute packing.
- Enjoy your last few days at home. Make an effort to see people and to enjoy local attractions that you'll miss.
- Draft a meal plan for your final week so to use up whatever food is left without purchasing new items.
- Return all library books and movie rentals.

1 week before the move:

- Confirm moving date and details with ACR Removals.
- Empty your safe deposit box and return the key. Make sure to keep your valuables with you or in a safe place.
- Finish packing whatever items ACR Removals will not be packing. Drain fuel from lawn mower etc.
- Defrost freezer and drain water to prepare for transport.

Moving day:

- Unplug all appliances that you are leaving behind.
- Pack all last minute items.
- Lock all windows and doors.
- Perform a final inspection on your old home to make sure that you didn't forget to pack any items or to disconnect any appliances.
- Say goodbye to close friends and family members.
- Review packed boxes and make sure that they are labelled properly.
- Backup all new computer files.