



MOVING PREPARATION CHECKLIST

Moving can be stressful whether you're moving to another city or just to another street. Here's a checklist that you can use to plan and prepare in advance of this big day.

Things To Do ASAP

- Reserve a moving truck if you are planning to do-it-yourself. Or contact a moving company and tell them the dates you plan to move. Set up a date for an agent to come over and survey your goods. Unless you're given a binding estimate, the cost can vary, depending on the actual weight of items and any extra services.
- Decide if you are going to pack for yourself or have the movers do it.
- Collect suitable containers "&" packing materials if you plan to do the packing yourself.
- Start to use up things that can't be moved, such as frozen foods, canned goods, and flammable household aerosol cleaners. Buy only what you will use before moving.
- Prepare a list of friends, relatives, business firms, and others who need to be notified of your move.
- Consider having a garage sale to dispose of unwanted clothes or furniture.

Things To Do 30-60 Days Before The Move:

- Assemble packing materials: Boxes, felt-tip markers, large self-stick labels, newspapers, utility knife, packing peanuts or bubble wrap, packing tape, furniture pads, dolly, scissors.
- Pack an "Instant Aid" box containing things you'll need upon arrival: Sponges, paper towels, powdered detergent, paper plates, toothpaste, light bulbs, hammer, trash bags, hand soap, toilet paper, scissors, utility knife, coffee cups, tea kettle, first-aid kit, snacks, pencils and paper, masking tape, bath towels, and shelf liner.
- Establish credit in your new city. Arrange for a transfer of bank account funds and the contents of your safety deposit box.
- Check personal insurance policies to see whether moving is covered. Transfer fire, theft, and other personal property insurance to ensure coverage at your new home.
- Gather information on prescriptions and transfer to new pharmacy. Get current phone numbers and addresses of your doctor and dentist.
- Arrange to transfer school records and secure transcripts from the local school district you are leaving. Get copies of your records from doctors, dentists, accountants, etc.
- Plan to cancel all utilities. (See utility contacts attached)
- Pick up all dry cleaning and anything left at the tailor.
- Take your car in to have it checked for the upcoming road trip.
- Have rugs and draperies cleaned and keep them in bags until the movers arrive.
- Take pets to the veterinarian if relocating and health certificates and vaccinations are required.



Things To Do 2 Weeks Before The Move

Contact Canada Post:

- Mailbox Location and Number for a shared hub:
 - Canada Post requires new owners/tenants to call 1 866-607-6301 to register a new community mailbox
 - More information on community mailbox can be found here:
<https://www.canadapost.ca/cpc/en/personal/receiving/manage-mail/community-mailbox.page>
 - Option to Get “Change of Address” cards from the post office and send out before moving day
 - Arrange to change your address and redirect/forward mail to new address
 - Canada Post’s main contact: 1 866-607-6301. (They will also let you know your nearest Canada Post Parcel drop off/pick up location.)
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- Notify credit card companies of new address
 - Subscriptions: notice requires several weeks
 - Bank: transfer funds, arrange check-cashing in new city
 - Insurance: life, health, fire, and auto
 - Automobile: transfer of car title registration, driver's license, city windshield sticker, motor club membership.
 - Utility companies (gas, light, water, telephone, tv and internet): arrange for refunds of any deposits
 - School records: ask for copies or transfer of children's records.
 - Health: medical, dental, prescription histories. Ask doctor and dentist for referrals, transfer needed prescriptions, x-rays.

Your Moving Day:

- If moving yourself, pick up the truck early.
- Number and make a list of every box and its contents so you can find things easily.
- Pack a "handy items box" for your first night and day in your new home. It should include: scissors, utility knife, cups, paper plates and towels, toilet paper, snacks and portable beverages, soap, pens and paper, local phone book, tape, bath towels, trash bags, toiletries, sponge and shelf liner.
- Leave all old keys needed by new occupant or owner with your solicitor.

And don't forget to:

- Check your old house to make sure you've turned off water and no appliances are running. Inspect basement, attic and garage. Lock windows and doors.
- Empty freezer: plan use of foods
- Defrost freezer/refrigerator: place charcoal to dispel odours
- Clean rugs or clothing before moving; have them wrapped or packed
- Check insurance coverage, packing and unpacking labour, arrival day, various shipping papers, method and time of expected payment.
- Plan for special care needs of infants and children



And on moving day:

- Carry currency, jewellery, documents yourself or use registered mail
- Plan for transporting pets; they are poor traveling companions if unhappy
- Let a close friend or relative know your route and schedule, including overnight stops.

Moving Checklist For Kids:

- Your children may feel anxious and excited at the thought of a moving adventure. To ensure that they are most comfortable in their new surroundings here are some suggestions.
- Be sure to investigate the local children attractions in your new destination.
- Assist in getting the kids' rooms set up first.
- Rental movies might help keep kids occupied as you begin to get moved into your new home.
- Have snacks and drinks available on moving day.
- Special book(s) or craft items and games may keep the kids occupied on moving day.
- If the children are young, a babysitter may assist you in being responsible for the kids on the day you move into your new home.
- Have a change of clothes easily accessible for the kids.
- Any medications that are taken on a regular basis should be accessible to you.

Moving Checklist For Pets:

Your pets require special care and attention when moving to a new location. Here are some suggestions on making the move as comfortable as possible:

- Small dogs and cats can be flown by air transportation or driven along in the car. There are businesses that specialize in the transportation of pets. Your moving company may be able to supply you with names of pet movers or you may look in your phone directory business pages.
- If you are arriving in your new destination by air transportation, your pet(s) can ride along in the baggage compartment. If you choose to transport your pet(s) in this fashion, here is a quick checklist of items to consider: You must provide the airline carrier with a current health certificate from your veterinarian.
- Make sure to speak with the airlines about their specific rules and regulations regarding pet transportation. They may provide special shipping containers.
- If you have a container for your pet, make certain that it fits within the requirements of the airline carrier.
- Tranquilizers may be appropriate to obtain from your veterinarian to give to your pet prior to the trip.
- Something familiar to your pet such as a toy or an article of clothing or blanket may help your pet feel more comfortable during the flight. If your pet is flying without you, be sure you have arranged for someone to pick up your pet. If you do not know anyone in the new destination, a local kennel can do that for you. Some kennels will board pets, which may assist you in the move as well.
- If your pet(s) are traveling with you in the car, be sure to have their water bowl, leash and favorite toy. Be sure to make frequent stops as pets can get carsick easily and being restricted in a car all day can make them nervous and upset. Some motels and hotels offer accommodations for pets. Be sure to plan your stay on the road ahead of time.
- Smaller pets such as hamsters, birds and other small animals can be transported in the car fairly easily. Make sure that your pet has enough food and water in their cages and are kept out of drafts or extreme temperatures. Cover their cages to keep them quiet and calm.



Some Important things to NOTE

BOOK WITH YOUR LAWYER:

Please ensure you have an appointment booked with your lawyer for your closing date. Best to confirm that appointment at least 10 days prior.

CHECK WITH YOUR LENDER:

Make sure your lender has everything they need from you, they should be submitting your mortgage instructions to your selected lawyer for closing day arrangements.

HOME INSURANCE:

Contact your Insurance Provider for a copy of your certificate and bring to lawyers on closing day.

FINAL WALKTHROUGH:

Buyers:

This visit is typically booked within one week prior to closing. This is not an inspection. Typically we measure and have one last look of property prior to closing. Please contact us to schedule your final viewing.

Sellers:

Your Buyer may book a final walkthrough visit prior to closing day. Our brokerage will reach out to book this appointment similar to how they would book showings when your property was listed for sale.

- For that visit, please have the home as tidy and clean as possible.
- Please do not be present for the Buyer's final visit.

CLOSING DAY:

Please note that you may not obtain keys to your new home prior to 6:00pm on the day of closing. Plan your move accordingly, any deliveries or service providers are best to be scheduled the day after closing.

A Note From Us

Thank you for trusting us with your real estate transaction. We understand that the process of selling and/or buying can be challenging. We hope that we helped to relieve some of the stresses and made your journey a smooth and enjoyable transition. We wish all the best for this new chapter - and don't forget that we are always a text or phone call away.

- ***LaFontaine and Co***



UTILITY ADDRESSES & PHONE NUMBERS

Prior to closing, contact the utility service providers to let them know that you have either sold your home and/or purchased a home. Please find below the main contact numbers for the different utility companies:

TAX AND WATER DEPARTMENT

City of Ottawa, Revenue Office

100 Constellation Drive, 4th Floor
Ottawa, Ontario, K2G 6J8

Attention: Tax & Water Office

Mailing Address:

City of Ottawa
P.O Box 4647, Station A
Toronto, ON M5W 0E7

Email: revenue.payment@ottawa.ca

Phone: 613-580-2444

Fax: 613-580-2457

<https://ottawa.ca/en/living-ottawa/water-utility-bills/moves-open-transfer-or-cancel-service>

<https://ottawa.ca/en/living-ottawa/taxes/property-taxes/manage-account-and-billing-details>

HYDRO OTTAWA

3025 Albion Road
P.O Box 8700
Ottawa, ON, K1G 3S4

Phone: 613-738-6400

Fax: 613-738-6427

<https://hydroottawa.com/accounts-and-billing/residential/request/moving>

HYDRO ONE

(Formerly Ontario Hydro – servicing Cumberland, Osgoode, Rideau & West Carleton)

Markham C.C.C
185 Clegg Road
P.O Box 5700
Markham, ON, L3R 1C8

Phone: 1-888-664-9376

Fax: 1-888-625-4401

<https://www.hydroone.com/request-a-service/moving>

ENBRIDGE CONSUMERS' GAS

400 Coventry Road
Ottawa, ON K1K 2C7

Mailing Address:

P.O Box 644
Scarborough, ON M1K 5H1

Phone: 613-741-5800

Phone: 1-877-362-7434

Emergency: 1-866-763-5427

<https://myaccount.enbridgegas.com/My-Account/Im-Moving>

HOT WATER HEATER RENTAL

Some frequently used providers include:

ENERCARE

<https://www.energare.ca/support/moves>

Phone: 1-855-642-8607

RELIANCE HOME COMFORT

<https://reliancehomecomfort.com/ottawa/move-request-form/>

Phone: 1-866-735-4262

PROPANE FOR RURAL PROPERTIES



W.O STINSON AND SONS

<http://wostinson.com/residential-services/propane/>

Phone: 1-800-267-9714

PROPANE LEVAAC

<http://propanelevac.ca>

Phone: 1-800-465-4927

HOME NETWORKS AND CABLE

ROGERS OTTAWA LIMITED

<https://www.rogers.com/support>

Phone: 1-888-764-3771

BELL CANADA

<https://support.bell.ca/>

Phone: 613-310-2355

