

PLAN YOUR MOVE CHECKLIST:

MOVING:

- Book the Movers.
- Make special arrangements for the moving of Perishables, Plants and Pets.
- Check with your Insurance Agent on Coverage of Life, Auto and Household Goods en Route to your New Home.
- Dispose safely of all Flammable Liquids, as it is Illegal for Movers to carry them.
- Tune and Fill Up Car for the Trip.
- Keep all Moving & Insurance Docs Handy.
- Email or mail "Change of Address" .and have the Post Office forward your Mail to your New Address.
- Inform Newspapers, Magazine, Book, Catalogue Subscriptions, Diaper and other Home Delivery Services. Arrange for Services at your New Address.
- Transfer Trust or Bank Accounts and Securities. Obtain a Letter of Introduction from your current Branch to help establish New Accounts.
- Take everything out of your Safety Deposit Box and Transfer to your New Branch.
- Cancel and/or Transfer Social, Athletic, Civic Clubs, Religious or Business Affiliations and Memberships.

IF YOU OWN YOUR PRESENT HOME:

- Notify & arrange to have your Gas, Oil Tank Water and/or Electric Meters read on the day you move and forward the bill to your New Address.
- If your Water Heater is rented, arrange for the Transfer of the rental agreement to the Buyer on closing.
- Cancel your Telephone, Cell Phone, Cable T.V., Satellite and Internet Provider. Have reconnected at your New Address on the day of your move.
- Cancel any obsolete Contracted Services and Pre-Authorized Cheques. Organize Contracted Services for New Address.
- Cancel Alarm/Security Company. Arrange for Service at New Address
- Return borrowed and/or rented items to Neighbours / Stores. Return Library Books.
- Obtain or Arrange to Transfer Legal Medical, Dental, Prescription, Optical, and Pet Records / Licences.
- Change the Address on your OHIP, Driver's Licence(s) and Vehicle Registration effective Moving Day.
- Collect all items out of Dry Cleaning, Repair or Storage.
- Inform Credit Card Companies of New Address.
- Notify Insurance Companies such as Health, Life, Auto, and Homeowners of Address Change.
- Obtain School, Birth and Baptismal Records for Children and Family.
- Notify appropriate Government Offices: Old Age Security, Income Tax, Revenue Canada, Family Allowance, Canada Pension Plan, Unemployment Insurance, Maternity Benefits, Health and Hospital Insurance.

IF YOU RENT YOUR PRESENT HOME:

- Give necessary Written Notice to your Landlord and make arrangements for the return of any monies you have on deposit.

**LEAVE PROPERTY CLEAN & TIDY!
LEAVE MANUALS & EXTRA KEYS!**