



**MOVING & STORAGE LTD.**

## **Your Moving Checklist: Plan Your Move with QHP Moving & Storage Ltd.**

This convenient moving checklist was prepared for you by the moving specialists at QHP Moving & Storage Ltd. to help you stay on track and on schedule. If you have any questions about your move or this checklist, please call us toll free at 1-888-628-9988.

### **Moving Checklist: Two months prior to your move**

- ❑ Create a “Moving” file to keep all papers (mover’s estimate, receipts, etc.) associated with your move organized.
- ❑ Will you be doing the packing or would you rather QHP do the packing for you? Decide.
- ❑ Call QHP to set a date with a QHP moving specialist to visit your home and give you an estimate.
- ❑ Be prepared to discuss all items to be moved with your QHP moving specialist. Anything you leave out of the original estimate will be added and your total cost will increase.
- ❑ After you’ve gone over the estimate and you’re confident nothing has been left out, read through the entire document again to ensure you have a clear understanding of your rights and responsibilities, as well as QHP’s liability. If you need something clarified, your QHP moving specialist is there to answer all of your questions.
- ❑ Visit [QHP.ca](http://QHP.ca) to read up on our time-saving packing and moving tips to jumpstart your move.
- ❑ Compile medical, dental and veterinary records for your entire family – consider getting referrals from your current healthcare providers (if you’re moving to a new city).
- ❑ Book your moving date with QHP.



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## **Moving Checklist: One month prior to your move**

- File a Change of Address at your post office or visit [Canada Post](#) online to complete a Change of Address form.
- Notify friends and relatives of your move.
- Notify the following companies and organizations of your move (to set up, disconnect):

### Utilities

- Electric
- Gas
- Water
- Telephone
- Sewer District
- Trash
- Cable/Satellite
- Fuel (Oil/Propane)

### Professional Services

- Doctor(s)
- Dentist
- Accountant
- Lawyer
- Broker
- Insurance Agency

### Government Offices

- Dept. of Motor Vehicles
- Social Insurance
- Revenue Canada



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### Personal Accounts

- ❑ Pharmacy
- ❑ Dry Cleaner
- ❑ Lawn Service
- ❑ Banks
- ❑ Insurance
- ❑ Credit Cards
- ❑ Laundry Service
- ❑ Auto Finance Company
- ❑ Auto Club

### Subscriptions

- ❑ Newspapers
- ❑ Magazines
- ❑ Newsletters

- ❑ Start to collect moving boxes and packing supplies. In addition to packing supplies, QHP has new and recycled boxes for purchase.
- ❑ Begin packing – starting with items you’re not using or don’t use often.
- ❑ Advertise and host a garage sale to get rid of unwanted items.
- ❑ Donate gently used clothing and/or household goods to charity.
- ❑ Plan for short-term or long-term storage at your new destination with QHP.

### **Moving Checklist: Two weeks prior to your move**

- ❑ Contact your moving specialist at QHP if you’ve determined you have items to add or subtract from your moving estimate.
- ❑ Make sure QHP has your new address and phone number(s).
- ❑ Alert QHP to any undisclosed pick up or delivery stops to make en route to your new destination.
- ❑ Make sure your car is serviced prior to your move, especially if you plan to drive it to your new destination.
- ❑ Plan an informal moving away party for close friends and relatives.



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- ❑ If need be, reserve hotel rooms and airline tickets for you and your family.
- ❑ Dispose of flammables, corrosives and poisons.
- ❑ Ensure propane tanks are empty and sealed properly.
- ❑ Have your rugs and draperies cleaned
- ❑ Plan meals for the last week of your move designed to help empty your refrigerator and pantry.
- ❑ Continue to pack, one room at a time. (Remember: Label boxes with room location!)
- ❑ If you've arranged for QHP to do the packing, set aside items that are to be packed together (like kids' toys, for example).

### **Moving Checklist: One week prior to your move**

- ❑ Determine which plants you'll be taking or giving away. Ask your QHP moving specialist for information regarding the transportation of plants.
- ❑ Arrange to have your pets transported (by car or air) to your new location. Ask your QHP moving specialist for information regarding the safe moving of pets.
- ❑ Make sure you've picked up dry cleaning, returned library books and anything else you may have borrowed or lent to friends or neighbours.

### **Moving Checklist: One day prior to your move**

- ❑ Be sure to mark those items that are fragile and may need special care.
- ❑ Set aside any items and boxes you do not want moved, or unloaded first when your shipment arrives at its destination.
- ❑ Collect things you definitely want packed together, such as children's toys, and place in
- ❑ Power down and unplug all home computers, audio/video equipment and electronic appliances 24 hours in advance of a move to keep them at room temperature on moving day.
- ❑ Ensure all closets, cabinets and storage rooms and lockers are emptied.



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### **Moving Checklist: The day of your move**

- ❑ Plan to be on site when your QHP moving specialist(s) arrives as you will want to make sure everything is loaded.
- ❑ Perform a final tour of the house, check and sign the inventory presented to you by your QHP moving specialist. (Keep a copy for yourself.)
- ❑ Approve and sign all documents relating to the terms and conditions under which your goods are moved.
- ❑ Check to see that your QHP driver has the correct destination address, as well as your correct phone number(s).
- ❑ If you have a land line, leave it connected throughout moving day and once you've finished making all necessary calls, be sure to pack the phone in one of your suitcases. After the van leaves and you finish
- ❑ Take one final tour, making sure the water is shut off, furnace turned off, light switches turned off, all utilities set to be disconnected, windows shut and locked, old house keys turned in, all boxes moved out.

### **Moving Checklist: The day of your delivery**

- ❑ Be on hand to accept delivery of your shipment or designate and authorize someone else to accept delivery and to accept any additional charges.
- ❑ QHP will contact you by phone in advance to inform you of your delivery.
- ❑ Check to see that all items and boxes are unloaded properly and that nothing is damaged. Note any discrepancies on the inventory sheet PRIOR to signing the inventory sheet and report any loss to your QHP moving specialist.
- ❑ Make sure that all furniture is placed as you direct, including rugs and the setting up of box springs, mattresses, bed frames, and anything else that you had arranged to have set up and/or installed by QHP.
- ❑ Leave a copy of your floor plan by the entrance, which QHP can use to determine where each box and item will go.



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- ❑ Keep all documents pertaining to your move in your “Moving” file. You may need them at a later date when you file your federal income tax returns.
- ❑ Television sets and other electronic equipment and major appliances should not be used for 24 hours after delivery, allowing them time to adjust to room temperature.