



MOVING IN CHECK-LIST

THE FOLLOWING ARE TIPS FOR PEOPLE JOINING THE PILLAR COMMUNITY
TO HELP MAKE YOUR MOVE AS SMOOTH AS POSSIBLE
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6-8 WEEKS PRIOR TO MOVE

- Read current lease to ensure proper notice of moving out is provided to current landlord.
- Read new lease. If have questions, ask us.
- Decide whether to hire moving company or DIY by weighing pros & cons. Such as, are there big items to move?
- If hiring moving company, get a few quotes, ask friends for references. Book a date & get it in writing.
- If not hiring moving company, decide whether need to rent a moving truck &/or temporary storage. If yes, rent these things.
- Create a budget, including such items as moving company, rental truck, gas, new furniture, supplies, meals, etc.
- Create a folder for important moving info, such as agreement with moving company, lease, etc.
- Communicate new address. For example, employer, doctor, child's school, bank, & credit cards.
- For utilities such as electricity, cable, internet, & propane, schedule cancelation or transfer, & update address.
- Update/purchase tenants insurance.



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4-5 WEEKS PRIOR TO MOVE

- Gather moving supplies, such as boxes, packing tape, markers, & box cutter.
- Begin to purge things not needed anymore - throw-out, sell, or donate.
- Pack unessential items that won't be needed before the move, like seasonal & decorative items. See Packing Tips at end of this Check-list.
- Fill out change of address form with Canada Post.
- If moving to Newfoundland, to exchange driver's licence & registration go to Service NL webpage & visit the local Motor Vehicle Registration Division office.

2-3 WEEKS PRIOR TO MOVE

- Reconfirm moving date with moving company or friends that are helping.
- Request time off from work, if needed.
- Arrange for sitter for children & pets, if needed.
- Make last trip to grocery store - less food means less to pack.
- Determine what cleaning needs to be done.



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I WEEK PRIOR TO MOVE

- Finish packing. See Packing Tips at end of this Check-list.
- Confirm transfer of utilities.
- Obtain parking permit, if needed for new location.
- Schedule walk through with current landlord.
- Use perishable food.
- Stock-up on drinks & snacks for moving day.

MOVING DAY - OUT OF THE OLD

- If renting a moving truck, pick it up.
- Finish last-minute packing. Have everything packed before movers or friends arrive.
- Check everywhere to make sure not leaving anything behind.
- Remove garbage & do last minute-cleaning.
- Walk through with current landlord, & hand over all keys.
- Turn off lights.

MOVING DAY - INTO THE NEW

- Walk through new home with us on day of move or before. Learn where the electrical box, water shut off, smoke alarms, & fire extinguisher are.



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MOVING DAY - INTO NEW...CONTINUED

- Take photos/notes of any areas of concern for the purpose of security deposit.
- Discuss any maintenance or repair issues with us.
- Move in boxes & furniture, & place in correct room.
- If using moving company, check inventory & make sure all boxes are delivered & nothing is damaged.
- Return rental truck on time to avoid late fees.
- Unpack priority box first. Then, unpack room by room.
- When settled in, check out the Helpful Information page on our website for garbage/recycling schedule, emergency contacts, & other resources.

PACKING TIPS

- Pack by room, for example include all kitchen items together.
- Make sure bottom of boxes are sealed tightly.
- Use towels, sheets, etc to pack breakable items.
- Put something in bottom of box to act as a cushion.
- Pack heaviest items in bottom of box,
- Pack each box solidly so items don't move around.
- Cut down on boxes by using suitcases, baskets, vacuum-seal bags, dresser drawers (use plastic wrap to seal in the contents), etc.



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PACKING TIPS

- Number & label side of each box including what is inside & what room it belongs in. Record total & inventory of boxes so will be able to tell if something is missing.
- While clothes still on hangers, insert clothes in plastic bag, tie hangers together, & transport using the hangers as a handle.
- Pack in a priority box all personal essential times you will need on day of move & for the first night. If you can, move this box yourself.
- Use clear plastic tote to pack moving essentials such as box cutter, paper towels, toilet paper, garbage bags, phone charger, drill/tools, cookware, & utensils you will need on first day. Move this tote yourself, as well.
- Photograph wiring of electronics & use as a guide to reconnect.
- Use resealable plastic bags to keep small parts together, like screws.
- Leave cleaning supplies for one of the last things you pack so you can finish cleaning old apartment.
- Label each room in new home so movers know where to place boxes.



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REMINDER

If something breaks, let us know as soon as possible. Ongoing issues, such as leaks or electrical problems could pose a hazard to you, your belongings, &/or the structure. If there is damage caused by not reporting an issue in a timely manner, you could be injured &/or held responsible for repairs.