

Moving can be a hectic time, but this list can help you stay organized.

Two months before your move

- Get packing supplies; tape, boxes, tissue paper, bubble wrap, markers, and string.
- Clean out your closets, cupboards, toy chests, shelves, attic, garage and basement.
- Have a garage sale, gift unwanted items to friends and neighbours or donate them to charities.
- Make a floor plan of the new house and plan where everything will go. Don't guess - take measurements.
- Evaluate whether to ship your appliances and old furniture. Consider how old they are and how well they will fit into your new decor.
- Get written estimates from at least two moving companies and make sure the movers know all the items which are to be included.

One month before your move

- Make arrangements with utility companies at your new location to start services on the date of your arrival.
- Start packing items you won't use before your move. Pack up things like photo albums, books, and seasonal clothing, sports equipment and decorations.
- Start a moving expenses book. Some of your expenses may be tax deductible, so save your receipts.
- Register your change of address with the post office and obtain a supply of change of address cards.
- Start mailing change of address cards. Keep a list of the cards you've sent.
- Gather together all important documents. Don't forget the pet's documents.

Two weeks before your move

- Discontinue newspaper delivery, sanitation and any other regular services.
- Make sure to check fitness club, school, or gymnasium lockers for stored belongings.
- Check the contents of your safety-deposit box. Carry all valuables such as jewellery, insurance policies, legal documents and important collections with you or send them by insured or certified mail.
- Start packing. Number all of the boxes and keep an inventory list. Mark the contents on each of the boxes.
- Return all items that you have borrowed, get back what you have loaned.

We can't help you move, but we can help make moving your services as easy as 1, 2, 3.
Contact us at 1-800-SASKTEL or visit us at www.sasktel.com/moving.

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One week before your move

- Clean your home or arrange for a cleaning service.
- Confirm delivery address, phone number and delivery date with the movers.
- Clean out and defrost the freezer.
- Prepare your children for the move by encouraging them to prepare their own special treasure box with toys, games, and snacks for the trip.
- Put linens and pillows in dresser drawers to have handy for making up your beds the first night in your new home.
- Prepare a list of all items you want to take with you personally. Include all jewellery and valuable items.

A few days before your move

- Finish packing all household goods for the move. Label each box with the contents and where they will go in your new home.
- If you ordered a packing crew, it will usually arrive the day before loading. Make sure to stay at home and supervise the packing. Pack all valuables you want to take with you by yourself.
- Collect all house keys and arrange to leave them with the new owners, your real estate agent or landlord.
- Notify a close friend or relative of your itinerary in case of an emergency.
- Disconnect your appliances.
- Double check that all valuables have been accounted for.
- Pack all of the items that you will take with you personally. Mark them "Do not load -- For Car." Place important documents in a safe box that you will carry. Include home purchase/sale papers, will, financial records, passports, and birth certificates.

Moving day!

- Have a cell phone with you in case you need to contact your movers, etc.
- Carefully supervise the move. Make sure your instructions are understood, and that boxes are delivered to the right rooms.
- Give a last minute check to every room and closet before the van leaves.
- Make sure the water, furnace and air conditioner are shut off, windows are shut and locked, and the lights are switched off.
- Lock up and leave labelled keys with the landlord, new owners, or real estate agent.

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Moving into your new home

- Arrive at your new home before the movers.
- Check that you've been given keys to every lock in your new home.
- Make sure the utilities are on and working properly.
- Check the appliances, furnace and hot-water heater. Contact a repair service if something is not working.
- Lay down plastic sheets to minimize dirt in the house.
- Unpack your "open first" box. Set up your bed; unpack the kitchen and bathroom to help you feel at home.
- Check the condition of each box or household item as it is unloaded. Make a list of all missing or damaged items on the mover's copy of the inventory form.
- You won't be able to check items which have not been unpacked, so above your signature on the Bill of Lading write: "subject to loss or hidden damage." Personally report any loss or damage to your salesperson or move coordinator.
- To prevent possible damage, television sets, other electronic equipment, and major appliances should not be used before they have a chance to adjust to room temperature.

List of companies and organizations to notify of your move

Financial services

- Accountant
- Banks
- Credit card companies
- Department stores
- Investment companies

Professional services

- Doctor
- Dentist
- Lawyer
- Insurance company

Government offices

- Health
- Vehicle registration
- Post office
- Federal and provincial revenue agencies

Utilities and services

- SecurTek
- Electric
- Gas
- Water
- Property taxes

Subscriptions

- Newspaper
- Magazines

Other

- Gym membership
- Employer
- School
- Library

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