

Congratulations, you're moving!

We've created the document below to help you be prepared & organized for your big day. We make moving easy, convenient & affordable!

New Address: _____

New Postal Code: _____

Closing Date (current home): _____

Possession Date (if different, new home): _____

6 - 8 Weeks Prior to Move

- Get a Quote & Schedule delivery of your Box from The Storage Box
- Walk through every room and open every drawer to decide what to take to your new home and what to get rid of. Make a list of items to keep safe items
- Prepare and finalize your new home renovations by contacting carpenters, painters, plumbers, roofers, and other trades so your new home is ready when you move in
- Set aside items you no longer need. Donate them, hold a yard sale or sell them online
- Begin using frozen foods & perishable foods that you do not want to move
- Create a folder to hold all your moving records (estimates, receipts, etc.)
- Make any home repairs that you are committed to making
- Contact Canada Customs and Revenue for information on which moving expenses may be tax deductible
- Make an inventory of all your household belongings. Take digital photos, especially of electronics and their wiring configurations
- If you need labour help, start collecting quotes from moving companies to load and unload your Storage Box. Ask The Storage Box for a list of preferred vendors

3 - 4 Weeks Prior to Move

- Declutter & begin packing non-essential items in your attic, basement, shed, etc.
- Label all boxes with their destination room in your new home
- Schedule use of elevators & parking in your building, if applicable
- Contact the insurance company to transfer policies, and fill out change of address forms with Canada Post

- Prepare a list of friends, banks, credit card companies, investment services, newspaper subscriptions & magazine subscriptions who should be notified of your upcoming move
- Create a list of serial numbers for electronics or other valuable items
- Arrange cut-off & activations dates for services to your home:
 - Telephone/Cable/Internet/Gas/Electricity/Water
 - Trash Disposal Service/Lawn & Garden Maintenance

2 Weeks Prior to Move

- Have The Storage Box deliver your portable storage container – Take your time, pack at your own leisure
- If possible, start disassembling large furniture such as bedroom sets
- Pack any heavier items first, then items such as couches, bedroom furniture, tables, etc.
- Make an appointment with a service technician to prepare a shipment of your new major appliances
- If you have any antique items, have them appraised prior to parking these items
- Properly dispose of items that cannot be moved in your portable storage container or thrown out such as chemicals, pesticides, flammable liquids and batteries
- Create a file folder of information to leave for the new owner of your home

1 Week Prior to Move

- Confirm pickup date & time of your Storage Box to be moved to your new home or to The Storage Box facility
- Label items you need to access easily
- Drain equipment: water hoses, gas/oil in lawnmowers
- Schedule to have utilities turned on at your new home
- Prepare an essentials box:
 - Toilet Paper, Hand Soap, Dish Soap, Towels
 - All-Purpose Cleaner, Shower Curtain
 - Glasses, Plates, Cutlery, Water, Snacks, Instant Coffee, Pet Food
 - Garbage Bags, Scissors, Pocket Knife
 - Flashlight, Portable Tool Kit, First Aid Kit
 - Mobile Phone Charger, Radio, TV

- Important Records, Documents, Keys
- Change of Clothes
- Make childcare & pet arrangement for moving day
- Pack the essentials that you will need right away at your new home separately

1 Day Prior to Move

- Empty, defrost & clean your refrigerator & freezer
- Disconnect & prepare major appliances
- Label items you need to access easily, pack closest to the door of your portable storage container
- Unplug all electronics from their power source. It's best to unplug TV's the day before so they are at room temperature on move day

Day of Move

- Designate boxes and items as "last load" items
- Remove all contents from appliances
- Record all utility meter readings at your old house and your new house

Before You Leave the House

- Shut off water, heating & air-conditioning units
- Turn off all lights
- Make sure all windows are shut and locked
- Make a final check of rooms, closets, cabinets & storage areas to ensure no items have been left behind
- Leave a note with your contact information in the house so that the new residents can forward any items left behind and forward any stray mail
- Turn-over house keys

After Your Move

- Take your time & unpack on your own schedule. Call The Storage Box once you have completely unpacked and we will come to pick up your Box
- Sit back & enjoy your new home!