



# PLANNING YOUR RESIDENTIAL MOVE

Here is a schedule of basic steps that will help you prepare your move up to the moving date.

You can also [download and print out our checklist](#). Please [contact us](#) for any additional information.

## 6 weeks before moving day

Contact **charitable organizations** for pick-up of unwanted items.

**Place ads** about any items you wish to sell or organize in a garage sale (arrange a delivery date with your buyer for belongings you will need until the day of your move).

If you wish to pack your belongings yourself, **estimate the number of boxes you'll need** and make a list of the materials required for this step.

**Choose a date** for your move. Call one of our consultants **for an estimate** of the cost of your move, and set a date for the delivery of your boxes (if you are packing them yourself).

If you are a member of CAA-Quebec, be sure to tell your consultant.

Transfer or cancel your **subscriptions**.

**Review with your doctor** the names and dosages of any medications that are renewable.

## 4 weeks before

Notify your **post office**. Find out your new **postal code**. Arrange for mail forwarding and send **change of address** cards and email notices.

Arrange to have your **services** (telecommunications, utilities) **at your current address disconnected when you move out**. **Also, contact the utility companies at the new destination to have** your services connected as soon as you move in.

Ask your **bank** to transfer your accounts to the branch nearest to your new home.

Make a list of your **valuables** and make sure they have enough insurance coverage. Ask your Transport Lyon consultant about our insurance conditions and solutions.



Transfer **home, fire, theft and other** insurance. Check your policy to see whether your belongings are covered during a move, especially a long-distance one.

## 2 weeks before

Check your to-do list (you can [download and print our checklist](#)). **Call your moving consultant** if you have any questions.

Draw a **floor plan** of your new home and make extra copies. They will be very useful when you move in.

If you plan to do all or some of the packing, start now. Use the labels we provide and our **colour coding system** to identify your boxes and specify their destination rooms. Please consult our [Packing Guide for Moving](#).

Plan menus to **use up stocks of canned and** frozen foods.

**Collect items** being dry-cleaned, repaired, stored and loaned. Return library books and movie rentals.

If needed, **arrange for care** of your children and pets during the busy days of packing, loading and moving in.

## 1 week before

Keep any food, dishes and cutlery that you will need during **the last days** and pack them on moving day.

**Make a list of items you will need immediately** at your new destination, such as flashlights, light bulbs, toilet paper, cleaning supplies, snacks and drinks. Pack them last and unpack them first, along with other necessities such as cribs or playpens.

Drain fuel from any applicable machinery. Find out about waste disposal and ecocentres at your city or borough and **safely dispose** of all gasoline, matches, paint and aerosol cans.

**Confirm hotel/motel reservations for your trip**, if needed.

Set aside and label items such as suitcases that should not be packed or moved.

Take down curtains, blinds, rods, shelves and mirrors. Unfasten any fixed carpets that are to be moved.



## Packing day

When the packers arrive, tell them which items require **special attention**.

Before the packers are finished, do a **final check** of your closets, cupboards and storage areas to make sure nothing has been overlooked.

When the packers are finished, **check with them the number of boxes** they have packed.

If you don't intend to move your pets yourself, take them to a transportation agency or a boarding kennel.

## Moving day

**Be available** when the Transport Lyon team arrives at your home, or authorize someone in writing to take your place (you could be billed for waiting time).

If you have any questions during loading, **ask the driver**.

**Tell him which items you will need immediately** when you arrive at destination. These items will be loaded last and then unloaded first.

You can accompany the movers through your home as they tag each item with an identifying number. Make sure they know which items should not be loaded.

Before signing any document, **verify that the information is correct**. Pay special attention to the **declared valuation and the destination address**. Be specific about where you can be reached when your shipment arrives and keep a copy of your moving documents.

## Moving in

Confirm arrangements for the installation and connection of your appliances.

On delivery date, arrange for the **comfort** and **safety** of young children and pets.

**Pick up the keys** to your new home. We recommend that you do any **cleaning** now, before the moving truck arrives.

Fasten preprinted **floor plans near the entrance** to help the team place your furniture and boxes correctly.

Have **your payment prepared** in advance to make things easier.



During unloading, **position yourself** so you can check off each item as it arrives in the house, inspect its condition and direct where it should go.

Before the packing material is removed from the house, make sure that all small items (lids, etc.) have been removed from the paper.

**Check the number of boxes** that were unpacked and sign the required documents.