Check Lists

REMEMBER TO NOTIFY		TAKE WITH ME CHECK LIST	
Moving Out Moving In	Moving Out Moving In	While planning your move, don't	☐ Baby's supplies
		forget to plan for the things you	
Utilities & Services	Givernment & Public Offices Federal	will be taking with you. Tear out	
□Electric	☐ Post Office	this page and keep it handy.	☐ Other
□Gas	☐ Veteran's Affairs		
□Water	☐ Income Tax	Never send undeclared and	
☐ Garbage (special pick-up)	☐ Family Allowance	irreplaceable valuables with your	In The Car
□Telephone	☐ Old Age Security	shipment or container.	☐ Emergency tools
☐ Appliance Services	☐ Canada Pension Plan	· ·	☐ Aerosol tire inflator
☐ Cable TV	☐ Unemployment Insurance	Important Papers	☐ First-aid kit
□Fuel	Other	☐ Moving Related Documents	☐ Flashlight
□ Water Treatment		☐ Children's School Records	☐ Fire extinguisher
□ Pool Services		☐ Insurance Policies	☐ Litter basket/bag
□ Lawn/Garden Services	Provincial		☐ Road maps
□ Other	_ □ Health Plan	☐ Automobile Ownership	☐ Driving License
	☐ Hospital Insurance	☐ Dental Records	☐ Car Ownership
	☐ Vehicle Registration	□ Passports	☐ Insurance
Professional Services	☐ Driving License	Other	□ Other
□Doctor	□ Other	D	
□ Dentist			
□Paramedical		Valuables	Miscellaneous
□Lawyer	Local	□ Coin/Stamp Collection	☐ Camera & Film
□Broker	□ Schools	□ Furs	☐ Portable radio / CD player
Other	Library	☐ Jewellery	Other
	☐ Property Tax	Silver	<u></u>
	_ Other	☐ Irreplaceable Photos	<u> </u>
Business Accounts		Other	
Banks	5	D	
Finance Companies	Publications		R
□ Loan Institutions	Newspapers	For The Trip	
Pension Plan	☐ Magazines	□ Suitcases (clothing)	L
Non-Government	☐ Mail Order Houses	Sunglasses	
Supplementary Health Plan	☐ Book & Music Clubs	Water	<u></u>
☐ Credit Cards	Other	□ Medications/Prescriptions	<u></u>
□ Diaper Service		☐ Pre-moistened towels, or damp	<u></u>
☐ Charge Accounts ☐ Department Stores	Final Maying Day Cheek	washcloths in a plastic bag	B
☐ Department Stores ☐ Insurance Agencies	Final Moving Day Check All meters read	Lunch/Snacks	R
☐ Housecleaning Service	☐ Furnace turned down or off	□ Paper Towels	R
□ AIR MILES® Reward Program	☐ Lights turned off	☐ Several pillows and blankets	H
		☐ Pet food and dishes	
Other	☐ Keys left as agreed with new owners	☐ Travel toys for children	B
	☐ Services discontinued	☐ Credit Cards	<u> </u>
	LI Services discontinued	□ Duplicate Keys	

Countdown Calendar

SIX WEEK CHECK LIST

- ☐ Call Salvation Army for pick up of unwanted clothes.
- ☐ Decide on your approximate move date.
- ☐ Arrange to have a United Moving Consultant perform your estimate.
- □ Be sure to give your Moving Consultant your AIR MILES® collector number.
- ☐ Transfer or resign club memberships.
- □ Ask your Moving Consultant for a NEW HORIZONS package of added value products/services. Also request a "Neighborhoods" kits to acquaint you with your new community. Both are free of charge.
- ☐ Do not pack documents connected with your move.
- Review with your doctor the names and dosages of any medications that are renewable.
- □ Schedule farewell visits with family and friends.

FOUR WEEK CHECKLIST

- Notify your post office. Find out your new postal code. Send change of address cards.
- ☐ Arrange to have utilities disconnected. Arrange for temporary cellular service.
- □ Write or phone the utility companies at destination to arrange services to be connected as soon as you move in.
- □ Request the phone company at destination to connect service before you arrive.
- Ask your bank to transfer your accounts to the branch nearest your new home.
- If you are paying for your own move, you will need to pay by preauthorized payment via credit card or a certified cheque.
- □ Arrange for a safety deposit box at the new location. You may want to leave the contents in your present box until one becomes available at destination. Never pack valuables. Keep money, jewellery and bonds with you or arrange for a courier service to transport them.
- □ Transfer fire, theft, and other insurance. Check your policy to see whether a long-distance move is covered.
- ☐ Ask your United Moving Consultant for a Welcome Wagon card and mail it so that a hostess can welcome you in your new city.

TWO WEEK CHECK LIST

- ☐ Check your "to do" list. Call your Moving Consultant with and questions.
- Ask your Moving Consultant for a "Destination Members Contact Card."
 This specifies the name and phone number of your Destination Member.
- □ Prepare a floor plan of your new home and make extra copies. They will be very helpful for moving in.
- ☐ Plan a going-away party for your children and their friends.
- ☐ If you plan to do some of the packing, start now. Ask your Moving Consultant for a copy of our Do-It-Yourself Packing Guide. Carefully read our booklet Handling Dangerous Goods"; it explains which items cannot be included in your shipment. Ask your Public Works department about disposal of toxic chemicals.
- ☐ Plan menus to use up stocks of canned and frozen foods.
- ☐ Collect items being cleaned, repaired, stored, and loaned to friends. Return library books.
- ☐ Arrange care or young children and pets during the busy days of packing, loading, and moving in.

ONE WEEK CHECK LIST

Before Pack Day

- ☐ Keep seperate any food, plates, and utensils that you will need during the last days.
- ☐ Pack them on moving day.
- □ Prepare a list of items you'll need immediately at destination, such as a flashlight, light bulbs, toilet paper, cleaning supplies, snacks, and drinks. Pack these last and unload them first, along with necesseties such as the crib or playpen.
- □ Drain fuel from the lawnmower and other machinery. Safely dispose of all gasoline, matches, paints, aerosol cans listed in our booklet Handling Dangerous Goods.
- ☐ Confirm hotel/motel reservations for your trip.
- ☐ Organize all of your moving and travel documents as well as the valuables you will be taking with you.
- ☐ Set aside and label items such as luggage that you do not want packed or moved.
- ☐ Pack the phone book, it will be very useful after your move.
- ☐ Take down curtains, blinds, rods, shelves. Unfasten any fixed carpets that are to be moved. The movers do not perform these tasks.

Moving In ...

Getting Settled

PACK DAY

- ☐ When the packers arrive, show them any items you feel need special care.
- □ Before the packers are finished, make a final check of closets, cabinets, and storage areas for articles that may have been overlooked.
- When the packers are finished, sign the Certificate of Packing and Unpacking, verifying the number of cartons they packed.
- ☐ If you are not taking your pets with you personally, take them to a transportation agency or boarding kennel.

MOVE DAY

- □ Be on hand when the moving crew arrives, or authorize someone in writing to take your place.
- ☐ If you have any questions, ask your Van Operator.
- Advise the Van Operator of any items you will need immediately at destination. These items will load last and unload first.
- □ Accompany the Van Operator through the house as he tags each item with an identifying number. These numbers will appear on your inventory. Make sure he knows which items are not to be loaded.
- ☐ Sign the inventory and keep your copy with your moving documents.

- □ Keep children and pets aside and do not allow them into the van. If you wish, your Van Operator will be happy to show your children the van before loading begins.
- □ Before signing the Bill of Lading check the details, with particular attention to Declared Valuation and destination address. Be specific about where you can be reached when your shipment arrives. Sign the Bill of Lading and keep a copy with your moving documents.

MOVING IN

WHAT TO DO

- Confirm arrangements for the installation and connection of appliances.
- On delivery day, for the comfort and safety of young children and pets, if possile, arrange for a sitter.
- ☐ Plck up house keys. If possible do any cleaning now.
- ☐ Fasten a floor plan near the entrance to help movers place furniture and boxes correctly.
- □ Be on hand to accept delivery or have someone there on your behalf. If no one is present, you could be charged for waiting time.
- □ C.O.D. Have payment prepared for Van Operator.

- □ Position yourself during unloading so you can inspect the condition of your funiture, direct it's placement, and mark it on the inventory. The movers will place rugs and reassemble furniture, but are prohibited from installing appliances, curtains, shelves or fixtures.
- □ Before packing material is removed from the house ensure that all small articles have been removed from the paper.
- ☐ Sign the Certificate of Packing and Unpacking, verifying the number of boxes that have been unpacked.
- ☐ Sign for receipt of your shipment, even if there is damage or loss. Note the details of damage or loss under the "exceptions" section of the inventory. These notations do not constitute a claim; they are a record of your observations at the time of delivery.
- As soon as possible, check everything that was unpacked. Report any loss or damage to your Destination Member, or to your Van Operator if he is still in the house.

GETTING SETTLED

ONE LAST LIST

- □ Now that your move is over, it's important to take time to relax, settle in and introduce yourself to your new community. All of us at United Van Lines wish you the best in your new home.
- ☐ Check with the post office for any mail being held for you.
- In the new phone book, record emergeny numbers. Locate government agencies and local services.
- ☐ Take the children to their new school and meet the principal and their teachers.
- ☐ If you have moved to a new province or country, consult your new lawyer about differences in laws affecting family matters such as wills and taxes.
- □ Arrange for medical, dental and paramedical services. Consult the Yellow Pages or ask at the hospital for doctors accepting new patients.
- □ As soon as permanent residence is established in a new province, new motor vehicle plates and driving licenses must be obtained. Ask about any differences in driving laws.