

# How To Manage A Successful Move

A Guide To Low-Stress, Damage-Free Household Relocations

	MON	TUES	WED	THURS	FRI
Four Weeks Out →	Tour your house, including the attic, garage, storage shed, and decide what items should be discarded or donated to charity.	Request an estimate of your moving charges.	When moving long distance, use up frozen foods and staples. Buy only what will be used before moving. Don't move frozen goods on the van over long distances.	When moving long distance, make travel arrangements for the trip – Airline, Hotel, Rental Car, etc.	Arrange for transfer of records, etc.
Three Weeks Out →	When moving long distance, arrange for transportation of pets, including kennels. Check with your veterinarian.	When moving long distance, start preparing your plants for the move.	Return library books, videos, and other borrowed items. Collect anything lent or out for repair.	Dispose of flammables, paint, matches, pressure cans, cleaning fluids, etc.	Notify post office, mail order accounts, etc. of your new address.
Two Weeks Out →	Draw up a floor plan of your new home to show placement of furniture. Moving in will be twice as easy.	When moving long distance, call a service firm to prepare your appliances for moving.	Start packing if you have planned to do some of it yourself.	Arrange for a babysitter for moving day.	Plan to discontinue utilities, etc.
One Week Out →	Prepare car for the trip. Finish packing boxes, suitcases, basic essentials. Plan to carry with you valuable documents, currency and jewelry.	Drain water from garden hoses, oil and fuel from power mower and other machinery.	Defrost and wipe dry the fridge and freezer.	Take down curtain rods, shelves, items permanently attached. Dismantle large power tools such as lathes, grinders, etc.	Apply for light application of a quality paste wax to your furniture for protection against possible scratching.

## Packing Day

Have a clear workspace available for packers.

Point out:

- fragile and valuable items
- items you will be taking with you
- anything to be left for new owners

## Move-out Day

Plan to stay home until van has left. Tour house with van operator during inventory, sign Bill of Lading, confirm new address and delivery date. Be sure to check for overlooked items. Make certain windows and doors are locked, utilities disconnected or turned off, keys transferred and lights out.

## Move-in Day

It is a good idea to be at your new home a day ahead of the van to verify utilities are connected and the floor plan correct. Check items unloaded with inventory. Make arrangements for reinstallation of appliances. Confirm unpacking requirements.



This guide was developed by Wills Transfer, which has been providing household and corporate relocation services in Eastern Ontario since 1945. For more information, or for an estimate on moving services, visit our web site – [www.willstransfer.com](http://www.willstransfer.com) – or contact us at 800-267-7937 or [info@willstransfer.com](mailto:info@willstransfer.com).