

## **Moving and Packing Tips**

1. Select a packing room and begin packing a few things each day.
2. Donate or sell any clothing or household items that are no longer needed to avoid clutter and unnecessary moving.
3. Use clean white paper for packing instead of newspaper, which can stain items.
4. Mark boxes with contents and destination room at new location.
5. Utilize moving company boxes and packing material to avoid the damage to personal items.
6. Even if you are having friends help you move, you can purchase boxes, tape and packing paper from Budget Rent a Truck; they will take your used boxes at the other end as well.
7. Mail change of address forms two to four weeks prior to moving. These cards are available at your local post office.
8. Plan move for a weekday for several reasons: it's usually cheaper; it avoids the natural weekend rush and the banks and other businesses you need will be open.
9. Pack essential items last so they are readily available at new home.
10. If you have a family pet, consult your vet for best ways to make the move less stressful for it.
11. Find a way for your children to be involved.
12. Plan your move well in advance to avoid last minute expenses, try to avoid the 15<sup>th</sup> or the end of the month moving dates.
13. If you have friends or family helping with your move, show your appreciation of their time and effort. Ask one of them to prepare a buffet dinner for all the helpers

### **Two Months Prior to Moving**

- Sort through your belongings to reduce the number of things you move.
- Have a garage sale or donate items you no longer need to charity.(if you haven't used it for the past two years, you probably don't need it!)
- Decide whether to move yourself or hire professionals. Make reservations with a moving company or truck rental company.  
*Tip: Call three companies for estimates to compare. Try to move on a weekday and avoid the 15<sup>th</sup> and end of month dates.*
- Gather packing supplies: boxes, packing material, tape, felt markers, and scissors. – You can purchase clean boxes and unprinted newsprint paper from your moving company or Budget Rent a Truck; they will usually credit you with the returned boxes after the move
- If you are moving a long distance, make travel arrangements with the airline, hotel, and rental car agency. If you are driving to your new home, through **mapquest.com** you can plan the best travel route.
- Place your legal, medical, financial, and insurance records in a safe and *accessible* place.
- Check with your insurance company to make sure you are covered during the move.

### **One Month Before Moving**

- Pack items that aren't regularly used such as off-season clothes and decorations and items in storage areas (garage, attic, and closets).
- Get a layout plan of your new home and mark each room and storage area by colour and name
- Mark all of your boxes with the room name and colour coded dots so the movers (or you) can easily deliver the boxes at the destination
- Make travel arrangements for your pets.
- If you're driving, get your car tuned up.
- Get medical records from your doctors, dentists, optometrist, and veterinarian.
- Send items (rugs, drapes, clothing, quilts, bedding) to the cleaners.
- Back up important computer files to a disc.

### **Two Weeks Before Moving**

- Contact your utility companies and notify them of your move, cancel or sign up for services at your new address.  
Fortis (Formerly Terasen) Gas - 1-888-224-2710 Gas and 1-866-436-7847 Electricity ([www.fortisbc.com](http://www.fortisbc.com))  
BC Hydro - 1-800-224-9376 ([www.bchydro.com](http://www.bchydro.com))  
Rogers Cable - 1-877-696-6839 ([www.rogers.com](http://www.rogers.com))  
Shaw Cable - 1-888-742-22229 ([www.shaw.ca](http://www.shaw.ca))  
Telus - 1-888-811-2323 ([www.telus.com](http://www.telus.com))  
District of North Saanich – 656-0781  
Town of Sidney 656-1184  
Central Saanich 544-4206
- Contact your long distance phone company and notify them of your move.
- Call friends and family and recruit help for the moving day if necessary.
- Confirm your travel reservation.
- Arrange to close or transfer your bank account, if appropriate and pick up items from safety deposit box.

### **One Week Before Moving**

- Pick up items from the cleaners, repair shops, or friends.
- Pack a survival kit of clothes, medicines, special foods, and so on to carry through the day after arrival in your new home.
- Finish packing all boxes minus what you'll need in the final week.
- Inform the post office of your upcoming move ([www.canadapost.com](http://www.canadapost.com)). There is a fee to forward mail.
- Send change-of address cards with your new address and phone number to:  
Friends and family

Banks, insurance companies, credit card companies, and other financial institutions, magazines and newspapers, doctors, lawyer, notary, accountant, realtor, and other service providers ([www.health.gov.on.ca](http://www.health.gov.on.ca) Select: Changing your address) workplace, schools, and alma maters Voter registration office and ICBC - 1-800-950-1498 ([www.icbc.com/faqs/insurance/change\\_addressPU.asp](http://www.icbc.com/faqs/insurance/change_addressPU.asp))  
[www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) Changing your address, [www.cbs.on.ca](http://www.cbs.on.ca)).

- If possible, register the children at their new school to give time for their records to be transferred.

### **The day before**

- Set aside moving materials, such as tape measure, pocket knife, carpet tape, masking tape, bungee cords and rope.
- Pad corners and stairway of house.
- Lay down old sheets in the entry and hallway to protect floor coverings.
- Remove hanging pictures – remember, anything that is attached by screws or bolts does not get moved, it is deemed to be included in the sale price unless specifically dealt with in the contract
- If moving yourself, pick up the rental truck and a hand truck or dolly to move heavy boxes.
- If you're driving, check oil and gas in your car.
- If you're traveling, make sure you have tickets, charge cards, and other essentials.

### **Moving Day-Carry with you:**

- Clear instructions for pick up of keys for your new home.
- Mapquest directions to new home for all drivers.
- Write down the telephone number of the moving company
- Write down the cell phone of driver.
- Cash or bank card.
- Documentation related to the sale of your home + purchase of your new home.
- Your insurance policies and agent's phone number.
- Your current address book or personal planner.
- Prescription and non-prescription medicines.
- Enough clothing and food to get by if the movers are late.
- Any important personal records and documents.
- Any items of great personal value to you that are virtually irreplaceable (e.g. – photos, computer).
- Back-up copies of important computer files.
- Sheets and towels for the first night in your new home.
- Personal hygiene items (e.g. – toothpaste, soap, razor).

### **Arrival Day**

- Show movers where to place furniture and boxes.
- Check inventory to ensure that everything was delivered before signing delivery papers.
- Note any damages on the inventory sheet if you are using a professional mover

***Tip: It's helpful to have the movers read off the inventory numbers on boxes and furniture while you check the inventory list.***

- Unpack any valuable items, such as silver, art, and jewelry, upon arrival.
- Set-up your kitchen & bedrooms.
- Do the children's room first
- Arrange to have a friend bring a meal for everyone or order in
- Save all moving receipts, because some moving expenses may be tax deductible. Also you may find broken items later so you need to have a record of the move.
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Moving is both a time of great excitement and great stress. Here are some helpful hints to lessen the stress and enhance the experience:

#### **Getting Ready:**

Designate one drawer or a dresser for first-night essentials (sheets, towels, toiletries, plates). Load this last, unload it first.

Reduce your load by having a garage sale beforehand. Consider the cost of shipping vs the cost of replacement for cross-country moves.

Pack seldom-used or out-of-season items ahead of time

Notify friends & relatives of your move. Start submitting change-of-address forms to post office.

If you have kids, arrange all documents for changing kid's schools

Gather all important personal, insurance, medical and dental documents

Arrange disconnect and re-connect of utilities and telephone service

Transfer banking (savings accounts, personal loans) to the new location

Return any library books

#### **Packing:**

Keep your pets out of the way (at a friend's house) during loading

Pack heavy items in small boxes, light items in larger boxes (to keep weights more consistent)

Remove bulbs from lamps

Put pictures in boxes between sheets, blankets or towels for extra protection

Stack plates on end vertically, not flat and stacked

Have kids label and unpack their own room's boxes so they become familiar with the new address

Take your current phone book with you. You may need to call people in your former hometown.

Dispose of flammable liquids (contact the local fire department)

Pick up dry-cleaning

Close Safety Deposit Box

#### **Final Touches:**

Clean all appliances, including the oven. Defrost the fridge

Before the van leaves for your destination, give the driver a phone number where you can be reached (If you don't have a cell phone, this is a good time to get one with a pay-as-you-go plan)

Write down your move Registration Number in case you have any questions.

After cleaning your refrigerator, put a half-cup of coffee grinds, baking soda or charcoal in a sock to keep it smelling fresh.

Wrap plants well for cold-weather moving (layers of cleaner bags are great). In hot weather, keep them away from windows and exterior walls of vans.

Check all shelves, closets, and storage areas for items left behind

At the destination, unload the TV first to keep the kids occupied during unloading

**If you have other useful tips, please let us know as we would be happy to add them to our site.**

#### **CONTACT INFORMATION FOR UTILITIES**

#### **ELECTRIC**

BC HYDRO ----- 1-800-224-9376

#### **TELEPHONE**

SHAW CABLE ----- 1-888-472-2222  
TELUS ----- 1-888-811-2323

#### **WATER**

TOWN OF SIDNEY ----- 250-656-1184  
DISTRICT OF NORTH SAANICH ----- 250-656-0781  
DISTRICT OF CENTRAL SAANICH ----- 250-544-4206

MAYNE ISLAND  
- LIGHTHOUSE WATERWORKS ----- 250-539-2150  
- VILLAGE POINT ----- 250-539-2202  
- BENNETT BAY WATERWORKS ----- 250-539-2500  
PENDER ISLAND – MAGIC LAKE ----- 250-360-3000  
NORTH SALT SPRING WATERWORKS ----- 250-537-9902  
SATURNA ISLAND  
- LYALL HARBOUR & BOOT COVE WATER ----- 656-2425

TOWN OF SIDNEY ----- 250-656-1184  
DISTRICT OF NORTH SAANICH ----- 250-656-0781  
DISTRICT OF CENTRAL SAANICH ----- 250-544-4206

### GAS

FORTIS (Formerly TERASEN) GAS ----- 1-800-224-2710  
Electricity-----1-866-436-7847

### CABLE TELEVISION

SHAW CABLE ----- 1-888-742-2222  
ROGERS CABLE ----- 1-877-696-6839

### GARBAGE COLLECTION

ALPINE DISPOSAL & RECYCLING ----- 250-474-5145  
RDI (Ron's Disposal) ----- 250-652-6242

### OTHERS

ICBC INSURANCE ----- 1-800-950-1498  
ICBC DRIVER SERVICE CENTRE (SIDNEY) ----- 250-656-0614  
TIMES COLONIST ----- 250-380-5211  
PENINSULA NEWS REVIEW ----- 250-656-1151  
RCMP ----- 250-656-3931