

## MOVING CHECKLIST



It is important to know what to do know that you're getting ready to move. Listed below are many of the contacts you will need to reach:

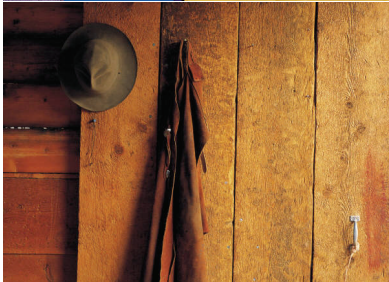


### **ENBRIDGE (GAS) 416 447-4911**

-Advise them when you are moving and have them do a meter reading the day before you move. Keep a record of the reading.

### **HYDRO 416 542-8000**

-Call Hydro and ask for a meter reading to be done the day before you move. You could also ask for a meter card instead.



### **BELL TELEPHONE 416 310-BELL or 1 800 668-9878**

-Call Bell ASAP to avoid unnecessary delays for a new hook-up. -Advise them what services you want (call waiting, forwarding, etc).

### **ROGERS CABLE 1 888 764-3771 or 1 888 288-4663**

-Call Rogers to discontinue service, and then arrange for new hook-up. Allow for plenty of time. These big corporations are busy.



**WATER/PROPERTY TAX Water 416 338-4829, Toronto Tax (416) 338-4829 NOTIFY WATER COMPANY AND ASK FOR A FINAL READING THE DAY BEFORE YOU MOVE.** If you have paid your taxes, any receipt from the city should be given to your lawyer. If taxes are not paid, make sure all copies of tax bills are given to your lawyer.

**OIL HEATING** There are several oil companies listed in the yellow pages. Advise them of the date you require a final fill. This should be a couple of days before the signing. Remind them to leave proof of the fill, that the tank has been filled to its maximum and to list the price per litre. Give the invoice to your lawyer, so you will receive the proper credit for a full tank of oil.



### **EQUIPMENT RENTAL**

-If you are leasing equipment such a furnace, burner, heat pump, or a hot water tank advise the appropriate companies. Give them the name and phone number of the new owners, so that your responsibility is transferred to the new owners. Verify that these contracts can be transferred.



### **MAINTENANCE CONTRACTS**

-If you have one, find out if you can transfer it to your new home. If you are not moving into a new home, find out if you can get a credit or if the contract can be transferred to the new owner. Home Insurance: Advise them that you have sold your home and that you will transferring ownership. All home insurance is pre-paid and you should inquire about any refunds if you are signing early...at least 30days prior to occupancy, because there will be no premium reduction since you will not be residing at that address. If you have purchased a new home, your insurance company will want all the details pertaining to your home (type of construction, size, heating, etc.).

### **CHANGE OF ADDRESS**

-The Post Office provides you with address change forms that you can pick up and send to friends, businesses, etc. When paying bills, remember to fill in the change of address on their return envelopes; that includes Hydro, Bell Canada, credit cards, Stock Brokers, RRSP, Mutual Fund, etc. If you do not want your bills to follow you to your new address, you know what to do.

### **MOVING COMPANIES**

-Once you know when and where you are moving, find a moving company. I would suggest that you call at least 3 companies to get the best quote and make sure they are insured. Do not wait until you are ready to move, for you may find it difficult to reserve a truck.

### **ELEVATORS**

-If you are living in an apartment or condominium make sure to book your elevator well in advance.

### **GARAGE/CONTENTS SALE**

-If you want to get rid of items that are no longer of use to you that has been accumulated over the years, it might be a good idea to have a garage or contents sale before you move. You could call the purchaser to see if they have any interest in what you want to sell. Whatever you do, plan ahead.

### **ALARM SYSTEM**

-Advise the alarm company of your move so that they can remove your system should the buyer decide not to take it.

### **KEYS**

-Don't forget to leave any keys in the house, or bring them to the lawyer's office. This includes garage door openers, alarm system, keys for both front, back and side doors.

### **INCLUSIONS**

-Please refer to your copy of the Offer to Purchase in order to remind yourself as to what items you agreed to leave when you sold the property.

### **REPAIRS**

-The Promise to Purchase states that the home be in the same condition as when the purchaser saw it. If there is anything that is not in good working order (i.e. pool, dripping faucets, etc.), make sure they are repaired before you move. The purchaser may call you to arrange and come visit the property for the purpose of measuring for window coverings, carpet, paint or any decorating or renovations they might be doing.



Courtesy of:  
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