

# COUNTDOWN CALENDAR

## SIX WEEK CHECK LIST

- Call Salvation Army or other charity for pick up of unwanted items.
- 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 cancel club memberships.
- Ask your Moving Consultant for a NEW HORIZONS package of added value products/services. Also request a Neighborhoods kit 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.



**WALKER'S/CAPITAL GROUP  
OF MOVING COMPANIES**

Kingston 1-800-267-3170  
Trenton 1-800-465-6683  
Brockville 1-866-381-3781  
Deep River 1-800-267-3116  
North Bay 1-800-461-1679  
[www.pleasemove.com](http://www.pleasemove.com)

## FOUR WEEK CHECK LIST

- Notify your post office. Find out your new postal code. Arrange for mail forwarding and send change of address cards.
- Arrange to have utilities disconnected.
- Contact the utility companies at destination to arrange services to be connected as soon as you move in.
- Request that the phone company connect service before you arrive at your new home.
- 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. Never pack valuables. Keep money, jewelry 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.

## TWO WEEK CHECK LIST

- Check your "to do" list. Call your Moving Consultant with any questions.
- Ask your Moving Consultant for a Destination Member 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.
- Plan menus to use up stocks of canned and frozen foods.
- Collect items being cleaned, repaired, stored and loaned to friends. Return library books and movie rentals.
- Arrange care for young children and pets during the busy days of packing, loading and moving in.

## ONE WEEK CHECK LIST

- Before Pack day*
- Keep any food, plates and utensils that you will need during the last days separate and 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 necessities such as the crib or playpen.
  - Drain fuel from the lawnmower and other machinery. Safely dispose of all gasoline, matches, paints and 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 and mirrors. Unfasten any fixed carpets that are to be moved. The mover does not perform these tasks.



Member of

**United**



## REMEMBER TO NOTIFY

### Moving Out

#### Utilities & Services

- Electric
- Gas
- Water
- Garbage (special pick-up)
- Telephone
- Cell phone/Blackberry
- Cable/Satellite TV
- Fuel
- Water treatment
- Pool services
- Lawn/garden services
- Other

#### Professional Services

- Doctor
- Dentist
- Paramedical
- Lawyer
- Broker
- Veterinarian
- Other

#### Business Accounts

- Banks
- Finance companies
- Loan institutions
- Pension plan
- Supplementary health plan
- Credit cards
- Diaper service
- Insurance company
- Housecleaning service
- AIR MILES Reward Program
- Other

### Moving Out

#### Government & Public Offices Federal

- Post Office
- Veteran's Affairs
- Revenue Canada
- Family Allowance
- Old Age Security
- Canada Pension Plan
- Employment Insurance
- Other

#### Provincial

- Health plan
- Hospital insurance
- Vehicle registration
- Driver's License
- Other

#### Local

- Schools
- Library
- Property tax
- Other

#### Publications

- Newspapers
- Magazines
- Book & music clubs
- Other

#### Final Moving Day Check

- All meters read
- Furnace turned down or off
- Lights turned off
- Windows and doors locked
- Keys left as agreed with new owners
- Services discontinued

### Moving In

While planning your move, don't forget to plan for the things you will be taking with you. Tear out this page and keep it handy. Never send undeclared and irreplaceable valuables or cash with your shipment or container.

#### Important Papers

- Moving related documents
- Children's school records
- Insurance policies
- Medical records
- Automobile ownership
- Dental records
- Passports
- Other

#### Valuables

- Coin/stamp collection
- Furs
- Jewelry
- Irreplaceable photos
- Other

#### For the Trip

- Suitcases (clothing)
- Sunglasses
- Water
- Medication/prescriptions
- Pre-moistened towels, or damp washcloths in a plastic bag
- Lunch/snacks
- Paper towels
- Several pillows and blankets
- Pet food and dishes
- Travel toys for children
- Credit cards
- Duplicate keys

## TAKE WITH ME CHECK LIST

- Baby's supplies
- Other

#### In the Car

- Emergency tools
- Aerosol tire inflator
- First-aid kit
- Flashlight
- Fire extinguisher
- Litter basket/bag
- Road maps
- Driver's License
- Car ownership
- Insurance
- Cell phone/Blackberry
- Other

#### Miscellaneous

- Camera & Film
- Portable CD/DVD player
- Other