



MOVING PLANNER

An interactive e-book



Brought to you by your Real Estate Agent

Your Name





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Brought to you by your Real Estate Agent: **Your Name**

YOUR NEW CONTACT INFO

My Moving Date

New Phone #



NEW ADDRESS



OLD ADDRESS





TIME-LINE CHECKLIST



WEEKS BEFORE MOVE

Create a floor plan of your new home for furniture and appliance placement.

Research moving companies or truck rentals.

Look into insurance make sure your current homeowners policy covers the move.

If you are moving to a new area, research banks, doctors, and schools. Gather all the proper paperwork you need to set up new accounts.

Sort and purge your home. Start selling things you no longer need.

For more information about purging click here

Research Real Estate Lawyers



WEEKS BEFORE MOVE

Start using up things that you don't want to move, like frozen or perishable foods and cleaning supplies.

Book a moving company or arrange a truck rental.

For more information about transport click here

Start arranging help for moving day.

Do change of address at post office. And change your address where you can on-line.

For more information about changing your address click here



TIME-LINE CHECKLIST



WEEKS BEFORE MOVE

Buy boxes, bubble wrap, packing tape, and other supplies.

For a shopping list click here

Start packing things that you will not need before more.

For packing tips click here

Clean out closets, drawers, basement and storage areas.

Sort and purge your home. Start selling things you no longer need.

Notify the security company, lawn or snow-removal services or any other regular services of your vacating date.

Contact utilities companies.

For more information and to keep track of utilities click here

Start compiling medical, dental, shot and prescription records.

Arrange to have school records and veterinarian records transferred.

Locate all motor vehicle registration and licensing documents.

Get a mail subscription to the local paper in your new community to get to know your new area.

Have antiques, pieces of art, musical instruments and other valuables appraised.

Finalize real estate or rental needs.

Meet with your lawyer.



TIME-LINE CHECKLIST



4 WEEKS BEFORE MOVE

Purchase locks for your new home.

Arrange for cleaning and repair of furniture, carpeting and drapes.

Make any necessary travel plans for your move.

Don't forget to pack the outdoor stuff.

Have a garage sale.

For Garage Sale tips click [here](#).

Organize for someone to look after any kids and pets.

Start eating out of your cupboards and pantry so you don't have to pack it.

If necessary, arrange for storage in your new community.

Get your health card address information updated.

Arrange to update your driver's license and license plates.

If you need new blinds, curtains or furniture for your new home, buy them now and arrange it so they arrive at your new home when your things do.

Collect valuable items such as jewelry or heirlooms and keep them separate from the rest of your packed belongings so you don't risk losing them.

Return any borrowed items, such as library books, and collect any clothing that you may have taken to be dry-cleaned.

Dispose of flammable items such as paint, aerosol cans and cleaning fluids.



TIME-LINE CHECKLIST



2 WEEKS BEFORE MOVE

Begin cleaning any rooms that have been emptied and check to make sure you did not leave anything unpacked.

Fill prescriptions and make sure that everyone has packed medications they need in their suitcase.

Organize important documents -- will, passport, deeds, financial statements -- to carry with you when move; make copies that you can pack with your household goods, but carry the originals with you.

Service your car in preparation of the move.

Contact the moving company to reconfirm the arrangements.

Return any cable TV equipment.

Do an inventory of high-ticket items and videotape or photograph these items. Note any existing scratches, dings, or damage to your furniture.



1 WEEK BEFORE MOVE

Meet with your Lawyer to finalize.

Disconnect and disassemble your computer and peripherals. Back up your computer files on a disk or flash memory drive.

Take a picture of the back of all electronics. That way when you have to put all the cords back together you know where they go.



TIME-LINE CHECKLIST



WEEK BEFORE MOVE

Make sure all scheduled deliveries (newspaper, milk, etc.) have been canceled or redirected to your new home.

Get together all keys, alarm codes and garage door openers and place them in an envelope so that you can be prepared to hand them over to the new owner or real estate agent.

Pack your Moving Day Kit.

For more information click here.

Clean out your fridge and give away or dispose of anything you can't move.

Empty and defrost freezer and refrigerator.

Set out manuals for any appliances you're leaving behind. Place them somewhere the new owner will spot them quickly, like the kitchen counter.

Empty all lockers at school, work or at your gym.

Drain gas and oil from lawn equipment, gas grills, heaters, etc.

Take down curtains and curtain rods.

Withdraw cash for incidentals.



MOVING DAY CHECKLIST

If you don't have professional cleaners coming in, make sure you clean your home before leaving.

[Click here for cleaning checklist](#)

Record all utility meter readings for gas, electric, water, etc.

Lock windows, turn off lights, close doors, and take a tour after the movers have finished to make certain nothing is left behind.

Remove linen from beds and pack, along with any towels left.

Dismantle beds as much as possible. Put all screws and bolts in a ziploc bag and put in your moving day kit.

Organize any keys and make sure they're labeled.

Leave a note with your new address so that future residents can forward stray mail.

Make sure all contents are removed from appliances.

You have cash on hand for the move.

Designate boxes and items as "last load" items.

Arrange for someone if not yourself to get food and beverages for helpers.



SORT AND PURGE

START SORTING

Use boxes, bins or bags and **sort**

- ✓ **Keeping**
- ✓ **Selling**
- ✓ **Donating**
- ✓ **Throw out**

SELL WHAT YOU CAN!

Your garbage could be someone else's treasure! And you could make some money to offset the cost of the move.

- ✓ Have a garage sale
- ✓ Sell on-line
 - Facebook has many buy and sell and auctions sites
 - Kijiji
 - Craigslist

DONATE

It feels good to give to charity. Basically it feels great to get rid of the stuff that weighs us down.

Value Village is your friend!
Clothesline (they pick up!)
Drop boxes Find a Drop Box
The Salvation Army
Bibles for Missions

THROW OUT

Municipality curb side pick up
Collect all that old paint and take it to
The Paint Reuse Centre
Transfer Stations:
Durham's Waste Management Facilities
Miller Waste Systems



QUESTIONS TO ASK

When deciding if you should keep something.

Can I replace this for \$20 in 20 minutes?

Do I love it?

Do I need it?

Does it bring me joy?

Have I used it?

Does it make my life better?

Is it out of date or out of style?

Am I keeping it out of a sense of obligation or guilt?

What's the worst that can happen if I get rid of it?

NEED HELP?

HIRE A PROFESSIONAL

Your link here

Your link here

TASK
complete



GARAGE SALE TIPS

- ✓ Get more bang for your buck! Ask neighbours to participate. Neighborhood sales attract more buyers.
- ✓ Advertise your sale on social media.
- ✓ Make signs. Wood paint stirrers make great posts for sticking garage sale signs in the ground. You can get the stirrers free from most hardware stores.
- ✓ Take a practice drive past one of your signs. Do people have time to read it, make a decision, and make the turn, before they've driven past it?
- ✓ Take the time to wipe off the dust and dirt. Clean stuff sells better.
- ✓ Place table with breakables against a wall or fence.
- ✓ Supply cookies, lemonade or even cold water.
- ✓ Don't increase your prices on the assumption that everyone likes to haggle. While many people do enjoy a good verbal match, some will just walk away if they think items are priced too high.
- ✓ Put (half used) batteries in that remote controlled car so shoppers can test it out.
- ✓ Have an electric outlet available so customers can try plugging in their just-purchased blender or lamp.
- ✓ Free delivery! If you have several large items to sell, another way to differentiate yourself is to find a couple of volunteers with trucks who wouldn't mind delivering items — for free — after the sale.



USEFUL LINKS

Place **FREE** listings on these sites

[Craigslist](#)
[Kijiji](#)
[gsalr.ca](#)

WHAT YOU WILL NEED ON DAY OF SALE

Chairs to sit on

Tables and shelves to display your merchandise.

Apron or fanny pack for money.

Markers, scissors, masking tape, price stickers, and poster board.

Calculator.

Bags/boxes for customer purchases.

Hangers and a method to hang clothes.

Plenty of cash.

TASK
complete



PACKING TIPS

- ✓ Keep sandwich bags handy for holding any small parts of things you have to take apart.
- ✓ Stack filled boxes that go to the same room together.
- ✓ Packed boxes should weigh less than 50 pounds.
- ✓ Pack heavier items on the bottom.
- ✓ Make sure all boxes can close properly and be sealed so the tops are flat.
- ✓ Place cords in toilet paper rolls to stop them from tangling.
- ✓ For extra padding, pack your glasses and stemware in clean socks.
- ✓ Save on bubble wrap and wrap breakables with clothes.
- ✓ Place an extra cotton pad or ball into your powder cosmetics to keep them from breaking.
- ✓ Cover the openings of your toiletries with saran wrap, then put the tops back on.
- ✓ You need to take your luggage with you. Why not use it as a box?
- ✓ Avoid packing things in garbage bags. Well-meaning friends or family could accidentally throw them out on moving day.
- ✓ Leave light-weight linens and clothing in their drawers.
- ✓ Pack plates vertically, like records. They'll be less likely to break.
- ✓ Tape Appliance Cords to Their Homes.



Pack a moving day kit

Important Papers
Tool Kit
Cleaning supplies
Light bulbs
Toilet Paper
Garbage Bags
A change of clothes
Your toiletry bag
Box cutters for opening boxes
Dish soap, dishtowel and dishcloth
Coffee maker and coffee
Snacks
Beverages
Pet food and dishes
Medicines
Emergency medical kit
Shower curtain



PACKING SUPPLIES SHOPPING LIST

Boxes of various sizes

small boxes

medium boxes

large boxes

Plastic binds

Tape

shipping tape (2)

duct tape or strapping tape (2)

masking tape for labeling (2)

tape dispensers

Scissors

Box cutters

Sticker labels (if you aren't using masking tape)

Sharpie permanent markers for labeling

Colored markers or colored stickers for room color coding

Packing material, such as bubble wrap, packing paper, newsprint or enough of your own linens

Stretch wrap (for bundling awkward items like skis or furniture pieces)



TIP



WHERE TO FIND FREE BOXES

- ✓ Uhaul Box exchange
- ✓ Freecycle
- ✓ Craigslist
- ✓ Facebook Community Groups
- ✓ Office Supply Store
- ✓ Bookstores
- ✓ Recycling Centers
- ✓ Reach Out to Your Social Circles
- ✓ Reach out to someone who just moved

Cost \$

TASK
complete



Brought to you by your Real Estate Agent: **Your Name**

TRUCK RENTAL

Name: _____

Phone #: _____

Email: _____

Pick up time: _____

Drop off time: _____

Cost \$



TRUCK RENTAL

Budget Truck Rental
Discount Car & Truck
U-Hall
Value Care & Truck
Ryder

MOVING COMPANIES

Your link here
Your link here
Your link here

MOVING COMPANY

Name: _____

Phone #: _____

Email: _____

Web Site: _____

Cost \$



- In general, the contents of bachelor and one-bedroom apartments will fit in a 16' cube truck available at your local rental company.
- Two to three fully furnished bedrooms will require a 24'-26' truck to ensure your move is completed in one load.
- The contents of most houses can be moved in the same 24' truck with one or two trips.



NEW ADDRESS

TASK
complete



CLEANING CHECKLIST

Everywhere:

- Dust the ceiling fixtures.
- Dust all ledges.
- Clean the windows.
- Clean the door knobs and doors.
- Clean all light switches and outlets.
- Clean the walls and baseboards.
- Vacuum
- Get rid of all cobwebs.

Bathroom:

- Get soap scum off the bathroom tiles and tub/shower and bleach the grout.
- Clean out the bathroom drawers and vanity, making sure you get all the hair out.
- Clean the toilet, sink, countertop and finally the floor (sweep and mop).
- Clean the mirror.
- Vacuum out the surface of the exhaust fan if super dusty.

Kitchen:

- Clean out all cabinets and liners.
- Wash the front of the cabinets.



CLEANING KIT

- All-purpose grease cleaner
- Wood cleaner
- Mild abrasive bathroom cleaner with bleach
- Glass cleaner
- Dishwashing liquid
- Baking soda
- A caddy for holding all of the above items
- Broom
- Dustpan
- Mop
- Toilet brush
- Microfiber sweeper
- Vacuum cleaner
- Absorbent weave cotton dishcloths
- Feather or microfiber duster
- Rubber gloves



CLEANING CHECKLIST



Clean and disinfect all countertops.

Clean and shine up the sink and faucet.

Scrub the refrigerator inside and out. Remove all shelves and clean separately if necessary.

Scrub the oven inside and out. Remove shelving, drip pans and burners.

Clean out the dishwasher if you have one.

Clean exhaust fan if needed.

Remove all appliances and sweep behind them.

Bedrooms/Living Room:

Dust, sweep, vacuum and mop these empty rooms.

Garage:

Should be completely empty and swept.

Outside:

Cut the grass.

Pull the weeds.

HIRE A CLEANING COMPANY

Name:

Phone #:

Email:

Web site:

Cost \$

USEFUL LINKS

Your link here
Your link here
Your link here



UTILITIES

Company: _____

Phone #: _____

Account #: _____

Website: _____

Login: _____ Password _____

Disconnection Date _____

Reconnection Date _____

Connection Fee	<div style="border: 1px solid red; padding: 5px; display: inline-block;">\$</div>	Final Balance	<div style="border: 1px solid red; padding: 5px; display: inline-block;">\$</div>
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Company: _____

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USEFUL LINKS

PHONE/CABLE/SATELLITE

Rogers
Bell Canada
Distributel

GAS

Enbridge Gas
Union Gas
Direct Energy

HYDRO

Ontario Power Generation
Hydro One
Veridian Connections
Oshawa Public Utilities Company
Whitby Hydro

OIL

Alpha Oil
Petro Partners
Lambert Oil
Ultramar
Esso Home

WATER

Region of Durham Water Works



NEW ADDRESS



UTILITIES

Company: _____

Phone #: _____

Account #: _____

Website: _____

Login: _____ Password _____

Disconnection Date _____

Reconnection Date _____

Connection Fee	<div style="border: 1px solid red; padding: 5px; display: inline-block;">\$</div>	Final Balance	<div style="border: 1px solid red; padding: 5px; display: inline-block;">\$</div>
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USEFUL LINKS

PHONE/CABLE/SATELLITE

Rogers
Bell Canada
Distributel

GAS

Enbridge Gas
Union Gas
Direct Energy

HYDRO

Ontario Power Generation
Hydro One
Veridian Connections
Oshawa Public Utilities Company
Whitby Hydro

OIL

Alpha Oil
Petro Partners
Lambert Oil
Ultramar
Esso Home

WATER

Region of Durham Water Works



NEW ADDRESS



Brought to you by your Real Estate Agent: **Your Name**

UTILITIES

Company: _____

Phone #: _____

Account #: _____

Website: _____

Login: _____ Password _____

Disconnection Date _____

Reconnection Date _____

Connection Fee \$

Final Balance \$



NOTES

TASK
complete

TOTAL COST \$



USEFUL LINKS

PHONE/CABLE/SATELLITE

Rogers

Bell Canada

Distributel

GAS

Enbridge Gas

Union Gas

Direct Energy

HYDRO

Ontario Power Generation

Hydro One

Veridian Connections

Oshawa Public Utilities Company

Whitby Hydro

OIL

Alpha Oil

Petro Partners

Lambert Oil

Ultramar

Esso Home

WATER

Region of Durham Water Works



NEW ADDRESS



CHANGE OF ADDRESS

Friends and Family Members

Electric

Gas

Water

Telephone / Cell Phone

Cable

Internet

Water delivery

Pool services

Lawn & garden services

Physicians / Veterinarian

Attorney

Banks

Loan institutions (mortgage, student, other)

Credit card companies

Insurance agencies (home, health, auto, life)

Pension plans

Accountant / Tax services

Professional Memberships / Licensing Boards

Vehicle registration

Driving license

Pension Benefits

Income Tax

Newspapers / Magazines / Books and clubs



Change of address at post office

You can do your change off address on-line **here**

Cost varies depending on where you are moving too.

When to buy

Recommended 30 days before start of service
Minimum 5 days before

Each order includes

Up to 4 individuals at the same address

To order at a post office you need

Government-issued photo ID
Authorization to act on behalf of someone else

Cost \$



NEW ADDRESS



AFTER THE MOVE CHECKLIST

Inspect Your House Thoroughly.

Locate Fuse Box And Main Water Valve.

Clean your new home, make sure everything is in working condition and make any repairs.

Pick up any mail being held at the local post office.

Unload your items and begin organizing your new home.

Check all utilities are connected.

Have security checked and locks changed if concerned.

Unpack Essentials.

Keep all receipts and documents store it in an easy-to-remember location.

Make sure you have fire extinguishers and fire detectors in your new home

Contact city/municipal offices to find out about garbage pick up, recycling facilities and local regulations and information.

Settle children and pets with familiar items for reassurance.

Check that you have all keys and relevant instructions to your new residence.

Greet Your New Neighbors

Enjoy your new home!





MISC. EXPENSES



Food and drink for moving day	\$ _____
New furniture	\$ _____
Home Decor	\$ _____
Hardware and tools	\$ _____
Paint	\$ _____
Home repairs needed	\$ _____
Lawyer	\$ _____
Closing Cost	\$ _____
Home organizer	\$ _____
Insurance	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

USEFUL LINKS

Lawyers

[Your linke here](#)

[Your linke here](#)

Home Stager

[Your linke here](#)

[Your linke here](#)

Contractors

[Your linke here](#)

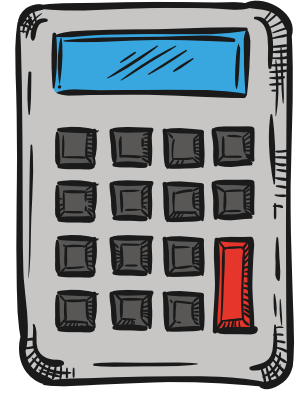
[Your linke here](#)

**Total
Cost**

\$



BUDGET



Truck Rental \$ _____

Moving Company \$ _____

Cleaning Company \$ _____

Utilities \$ _____

Packing materials / boxes \$ _____

Change of address \$ _____

Misc \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

**Total
Cost** \$



NOTES

SAMPLE



NOTES

SAMPLE



Your Name
Your position



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

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DIRECT: 555-555-5555
CELL: 555-555-5555
OFFICE: 555-555-5555
OFFICE FAX: 555-555-5555



E-MAIL ADDRESS: yourname@youremail.ca
www.yourwebsite.com

address line 1
address line 2



SOURCES

<http://www.amica.ca/tools/moving-checklist.pdf>
<https://www.upack.com/moving-resources/checklist.asp>
<https://www.realsimple.com/home-organizing/organizing/moving/moving-checklist>
<http://www.alliedvanlines.ca/moving-checklist/moving-timeline.aspx>
<http://www.marthastewart.com/274838/moving-checklists>
<https://twomenandatruck.ca/moving-checklist>
<https://wemovetheworld.com/blog/the-ultimate-moving-checklist/>
<http://www.goodhousekeeping.com/home/organizing/tips/a18092/moving-checklist/>
<http://www.hgtv.ca/real-estate/blog/moving-checklist-what-to-do-and-when-to-do-it-26231/>
<http://www.hgtv.com/design/real-estate/moving-checklist>
<https://web.pods.com/canada/moving/moving-checklist.aspx>
<http://www.highlandmoving.com/wp-content/uploads/2013/11/form-countdown-calendar.pdf>
<http://www.ottawaishome.com/english/resources/moving-checklist.html>
http://www.amjwesternontario.com/wp-content/uploads/2012/07/AMJ_Campbell_Moving_Checklist.pdf
<http://www.apartmenttherapy.com/move-out-cleaning-checklist-to-get-your-deposit-back-175617>
<https://thehairpin.com/ask-a-clean-person-the-move-in-move-out-clean-8fdc46668bb>
<http://www.moneycrashers.com/successful-garage-sale-tips/>
<https://www.realsimple.com/work-life/life-strategies/garage-sale-tips>
<http://www.getrichslowly.org/blog/2007/06/12/a-yard-sale-checklist-ten-tips-for-garage-sale-prep/>
<http://moneysavingmom.com/2010/04/having-a-successful-garage-sale.html>
<http://livability.com/moving/moving-tips/must-have-packing-and-moving-supplies-checklist>
<http://www.hgtv.com/design/real-estate/packing-supplies-checklist>
<https://www.houselogic.com/buy/moving-in/moving-hacks/>
<http://karacarrero.com/12-dollar-store-hacks-for-moving/>
<http://www.apartmenttherapy.com/8-spots-to-get-moving-boxes-fr-1-103420>
<http://www.unpakt.com/blog/top-7-places-to-find-free-moving-boxes/>
<http://www.updater.com/moving-tips/top-20-places-to-find-free-moving-boxes>
<https://www.mymovingreviews.com/move/visual-moving-house-checklist>
https://www.canadapost.ca/web/en/blogs/consumer/details.page?article=2013/04/05/moving_checklist&cattpe=consumer&cat=movers
<http://www.apartmentguide.com/blog/17-cleaning-essentials-for-your-apartment/>
<http://getsimplifized.com/simplifize-your-life-organizing-basics-part-4step-3-purge>
<http://simpleorganizedlife.com/tips-on-how-to-de-clutter-and-purge-your-home/>
<http://www.step-by-step-declutter.com/purging.html>
<http://www.brothersmoving.ca/blog/how-to-purge-before-a-move/>
<https://blog.hireahelper.com/insider-tips-how-to-get-rid-of-stuff-before-move/>
<http://www.houseforsix.com/blog/useforfive.com/2013/10/31-days-of-moving-day-5-moving-purge.html>
<https://books.google.ca/books?id=O6bHqJ5PVT4C&pg=PA304&lpg=-PA304&dq=purge+before+moving&source=bl&ots=kQYi0bMZBi&sig=YcftpMGuFHO9EAM6XnBdREcfqr4&hl=en&sa=X&ved=0ahUKEwiUpRZ0fTTAhUDLmMKHe4cDUU4ChDoAQhpMAk#v=onepage&q=purge%20before%20moving&f=false>
<http://www.imperialmovers.com/blog/7-things-purge-move/>
<http://www.stuff.co.nz/life-style/home-property/88565795/purge-your-home-before-you-move>

DID YOU LIKE THIS PLANNER?

COULD YOU USE SOMETHING SIMILAR IN YOUR INDUSTRY?

I specialize in opt-in pdf incentives to drive
traffic to your web site and social media
so you can collect leads and

MAKE MONEY!



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