

checklist

CLOSING A HOUSE

- Complete any final inspections of the property;
- Ensure that all details regarding your mortgage have been finalized;
- Set up new/updated accounts at your new home with all utility, phone and cable companies;
- Send out change of address cards, which you can get from the post office;
- Advise anyone who provides service at/to your home of your address change (e.g., gardener, newspaper carrier, etc.);
- Have your mail to your old address redirected by the post office to your new address;
- If you are currently renting, give your landlord the required written notice. Ensure that any deposit that your landlord is holding as "last month's rent" is properly credited to you;
- Arrange for a change of address effective on the date of closing for your driver's license, health card and any other government identification/accounts;
- If you will be moving out of your current neighbourhood, arrange for the transfer of any personal records to your new health professionals (e.g., doctor, dentist, pharmacist, optometrist, etc.);
- Consider whether you need to change or cancel any memberships with any organizations (e.g., Business, athletic, social, religious, etc.);
- Book your movers for the day of closing. When scheduling the time with your movers, bear in mind that you cannot move in to your new home until the transaction has been completed, usually in the afternoon. If you book the movers for too early in the day, you may be paying them to wait with the truck at your new home until you have confirmation that the deal has closed;
- If you are moving into a condominium with elevators, make sure that you book the elevators for late in the day, so that the movers can move you into your new home;
- Purchase appropriate house or condominium insurance to be effective as of the closing of your transaction;
- Find out from your lawyer the amount that you will be required to pay to close the transaction. This will include any part of the purchase price not covered by your deposit or mortgage funds, land transfer tax, your lawyer's fee and disbursements, etc. Ensure that you have these funds available when they are required;
- If you have pets, ensure you have planned for their safe transfer to your new home.

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FAMILY MOVING

SEND CHANGE OF ADDRESS TO:

- Post Office: give forwarding address
- Charge accounts, credit cards
- Subscriptions: notice requires several weeks
- Relatives and friends

DON'T FORGET:

- Bank: transfer funds, arrange check-cashing in new city
- Insurance: notify new location for coverage: life, health, fire, auto
- Automobile registration: transfer of car title registration if necessary; also driver's license, city windshield sticker, motor club membership
- Utility companies: gas, light, water, telephone, perhaps fuel; get refund of deposits; arrange for immediate service in new location
- Route deliveries: laundry, newspaper, milk, diapers; changeover of services
- School records: ask for copies or transfer of children's records
- Medical, dental, prescription histories: ask doctor and dentist for referrals, transfer needed prescriptions, eyeglasses, x-rays
- Church, club, civic organizations: transfer memberships, get letter of introduction
- Pets: ask about regulations for licenses, vaccinations

AND BE SURE TO:

- Plan for special care needs of infants and children
- Empty freezer, plan use of foods
- Defrost freezer/refrigerator – place charcoal inside to dispel odors
- Have appliances serviced for moving
- Clean rugs or clothing before moving; have them wrapped for moving
- With your mover, check insurance coverage, packing and unpacking labor, arrival day, various shipping papers, method and time of expected payment

AND ON MOVING DAY:

- Carry currency, jewelry, and documents yourself or use registered mail
- Plan for transporting pets
- Carry traveler's checks for quick, available funds
- Let close friends or relatives know route and schedule you will travel, including overnight stops; use them as a message headquarters
- Double-check closets, drawers, shelves to be sure they are empty
- Leave all old keys needed by new tenant or owner with agent or Realtor