

**Residential Moving Guide Calendar for Local Relocations**

**4 weeks before moving**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Tour your house including the attic, garage and storage shed to decide which items should be discarded or donated to charity.	Request an estimate of your moving charges from Matco Moving Solutions.	When moving long distance, use up frozen food and staples. Buy only what will be used before moving. It is inadvisable to move frozen goods on the van over long distances.	When moving long distances, make your travel arrangements for the trip – airline, hotel, rental car, etc.	Arrange for a transfer of records, etc.

**3 weeks before moving**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
When moving long distances, arrange for transportation of pets, including kennels. Check with your veterinarian.	When moving long distance, start preparing your plans for the move.	Return library books, DVDs and other borrowed items. Collect anything lent or out for repair.	Dispose of flammables, paint, matches, pressure cans, cleaning fluids, etc.	Notify Post Office mail order accounts, etc. of your new address.

**2 weeks before moving**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Draw up a floor plan of your new home to show where the furniture will be placed. Moving in will be twice as easy.	When moving long distance, call a service firm to prepare your appliances – washer, dryer, etc. for moving.	Start packing if you have planned to do some of it yourself.	Arrange for a babysitter for moving day.	Plan to discontinue utilities, etc.

**1 week before moving**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Finish packing boxes, suitcases and basic essentials. Plan to carry with you valuable documents, currency and jewellery.	Drain water from garden hoses, oil and fuel from power mower and other machinery.	Defrost and wipe dry fridge and freezer.	Take down curtain rods, shelves, items permanently attached. Dismantle large power tools such as lathes, grinders, etc.	Apply a light application of quality paste wax to your furniture for protection from possible scratching.

## **Packing Day**

Have a clear workspace available for packers. Point out:

- Fragile and valuable items
- Items you will be taking with you
- Anything to be left for new owners

## **Moving Day (Out)**

Plan to stay home until the van has left. Tour the house with the van operator during inventory, sign the Bill of Lading as well as confirm the new address and delivery date. Be sure to check for overlooked items. Make certain windows and doors are locked, utilities are disconnected or turned off, keys are transferred and lights are off.

## **Moving Day (In)**

It is a good idea to be at your new home a day before the van to verify that utilities are connected and the floor plan is correct. Check items unloaded with inventory. Make arrangements for reinstallation of appliances and confirm unpacking requirements.