



Let the professionals handle your next move.



Calgary Professional  
Movers Inc.

# Complete Moving Checklist

Simplify your move. Ease the adjustment.



Packing Day:

Moving Day:



Calgary Professional  
Movers Inc.

## 4 weeks before moving

Here at Calgary Pro Movers, we want to make sure that you are prepared for your big move! In this checklist you will find a few tasks you can do each day to help simplify your move and ease the adjustment of your new home.



Tour your house and decide which items should be discarded or donated to charity.

Consider a moving sale. Our "How To..." brochures will be helpful.

Call doctors and dentists. They may recommend a colleague near your new home. Get copies of renewable prescriptions and request medical and dental records.

Arrange transfer of school records.  
Transfer personal insurance records.

Check homeowners insurance policies to see if moving is covered. Be sure your new home is protected by transferring fire, theft and other personal property insurance.

If moving from an apartment, notify landlord and request apartment deposit back.

If you have house plants to move, read through the Atlas "How To..." brochures and start preparing your plants for the move.

Before your moving estimate, decide which items you'll pack, and which you'd like Atlas to pack. We can provide the finest packing materials at reasonable prices.



## 3 weeks before moving



Plan to discard or use up most food items before the move; perishables cannot be transported.

Whenever possible, recycle your empty containers. Most communities provide convenient recycling drop-off locations.

Check and clear tax assessments.

Arrange to have major appliances serviced before you move them. If a company-paid move, check with your move coordinator first.

Calgary Pro Movers can't take aerosols, flammables, ammunition or bottled gas. It's best to use them up or give them away before you move.

If you have pets to transfer, your Agent can give you advice on the best methods, and our "How To..." brochures will also be helpful.

Request pet's records from the veterinarian.

Notify the Post Office and get change-of-address forms. Notify magazines to which you subscribe.

Note: You must fill out a change-of-address form for each person receiving mail at your address.



## 2 weeks before moving

Make your travel reservations for the trip.

Review and complete the **Customer Responsibilities/High Value Inventory Form** to give to the van operator.

Return library books and other things you've borrowed.

Collect things you've loaned, and items in the dry-cleaners, lay-away, cold storage, safety deposit box, etc.

Arrange to discontinue utilities and delivery services.

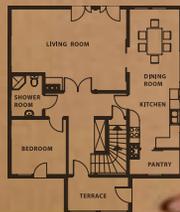
Protect your shipment from damage by disposing of flammables such as gasoline, fireworks, matches, cleaning fluids, bottled gas; or aerosols, acids, and caustic drain cleaners, etc.

Arrange connection of utilities in new home.

Draw up a floor plan of your new home, and indicate placement of furnishings. It makes moving in much easier.

We are not permitted to take down satellite dishes. We can arrange this service for you.

Arrange for cable/satellite TV disconnection.





We even do packing and cleaning.

## 1 week before moving



Transfer bank accounts, and ask your local credit bureau to transfer your records to your new city.

Reconfirm travel reservations.

Unless another means of payment has been prearranged, e.g., credit card, personal check, or company paid — payment is due in cash, cashier's check or postal money order before your household goods are unloaded at their destination.

Set aside maps, games, snacks, flashlight and other items you'll take in your car. Gather medicines and important papers for the car trip.

Your local service provider can help you with phone, internet, cable or satellite service for your new home.

Drain water from all garden hoses.  
Start packing suitcases.

Get name, address and phone number of your Destination Agent.

Drain gasoline and oil from small gasoline-powered equipment.

Anything we're packing should be left in place. It's easier and safer, for example, to pack glassware right from the cabinet where it's stored.



Calgary Professional  
Movers Inc.



## > 1 day before moving

Put non-combustible cleaning supplies, toiletries and other items you may need first in special boxes to be loaded last, unloaded first.

Finish packing all suitcases.

Defrost, clean and dry refrigerator and chest freezer.

It's helpful to update current contact information for friends and local businesses before the big move.

## > moving day!

Remember to give the van operator your signed **Customer Responsibilities/High Value Inventory Form** (this form must be signed even if no items are listed). Be on hand all day to answer questions and to sign the **Bill of Lading**. Confirm your delivery date, new address and the phone number where you can be reached.

Make final check of every room and storage area.

Make sure windows and doors are locked, keys are transferred and lights are out.

## > moving in

It's a good idea to be at your new home a day ahead of the van so you can make sure utilities are connected, and plan placement of major items in your home.



### > notify these service companies

Discontinue at Present Address	Begin at New Address	Service Company
_____	_____	Electric
_____	_____	Gas or Fuel Oil
_____	_____	Telephone
_____	_____	Lawn Care Service
_____	_____	Newspaper
_____	_____	Water
_____	_____	Laundry
_____	_____	Refuse
_____	_____	TV/Internet

### > items you'll take in your car

- Maps
- Snacks
- Flashlight
- First-Aid Kit
- Prescription Drugs
- Credit Cards
- Cash or Travelers Checks (Coins for toll roads)
- Emergency Road Equipment (Tools, flares and a flashlight)
- Cell Phone Charger

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### > people to be notified

Here's a recap of the companies and bureaus who need your change of address.

- Post Office
- Insurance Companies (Life, Homeowners, Health, Auto)
- Local credit bureau and creditors (stores, credit cards, etc.)
- Financial institutions where you have savings, loans, checking accounts or stock
- Magazines (The Post Office will provide free change-of-address cards to send to publishers)
- Clubs or associations
- Internal Revenue Service and/or other government agencies

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

+ + + + + + +

**Every day is moving day for us.™**

You're moving to a new home. Why not take the easy way? When you choose Calgary Pro Movers the professionals to help you complete your checklist to make your move a pleasant one. Our reputation depends on your satisfaction, and we want you to feel so good about our service that you will gladly recommend Atlas to your friends.

It's this dedication to our customers, every day, that makes us one of the world's best known and most trusted names in moving. Count on Us as ,to be the best moving partner .

+ + + + + + +

## **Mailing Address**

**320 918 + 16 Ave NW Calgary, +  
AB T2M 0K3**

**Phone: 403-397-6524**

**Email: [info@calgarypromovers.com](mailto:info@calgarypromovers.com)**

**Website: [calgarypromovers.com](http://calgarypromovers.com)**



**Calgary Professional  
Movers Inc.**