

Aliferous Property Management

The Stress-Free Moving Guide

Your guide to an easy move



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The Stress-Free Moving Guide



Time to plan your move!

So you've found a new place to rent and you've signed a new lease. Now it's time to plan your move! Moving is exciting, but we know that it can also be stressful. That's why we've put together this start-to-finish moving guide, to help you make the best of the moving process at every step of the way.

Not able to print this out? No worries, we've made this guide fillable so that you can check off tasks right from your phone.

When it comes to a stress-free move, the most important thing to focus on is careful planning. By staying organized and planning ahead, you can save time, save money, and reduce any stress associated with moving!

For more rental and moving tips, head to aliferous.ca

Please note: The information contained in this document does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this guide is intended for general informational purposes only.



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Giving Proper Notice

Sending your landlord or property manager an email is great, but what you absolutely need to do is make sure you file the appropriate paperwork. Depending on your province, there may be specific paperwork you need to file. For example, in Ontario tenants must give notice to end their tenancy by filing an official N9 form. The N9 form (Tenant's Notice to End The Tenancy) is available online and easy to fill out and send off to your landlord.

Be sure to find out the appropriate timing for termination in your province. Below is the province of Ontario's guideline for notice to end tenancy.

Notice to End Tenancy in Ontario:

For most types of tenancies (including monthly tenancies) the termination date must be at least 60 days after the tenant gives the landlord this notice. Also, the termination date must be the last day of the rental period. For example, if the tenant pays on the first day of each month, the termination date must be the last day of the month. If the tenancy is for a fixed term (for example, a lease for one year), the termination date cannot be earlier than the last date of the fixed term.



Changing Your Address

The Ultimate Address Change Checklist

When you move, it's important to make sure to change your address with the appropriate government and financial institutions, utilities, subscriptions, and anywhere else that might need your updated address to send you mail.

We recommend using our comprehensive address change checklist to make sure that you've updated your address everywhere! Some companies will let you schedule a change of address in advance, however on occasion others might ask you to make the address changes once you've moved in.

Tip: Can't print the guide? No worries, you can check off items on this list from your device.

The basics

- Your employer
- Your friends and family

Utility Providers

- Mobile phone provider
- Home internet, TV + Phone Provider
- Gas
- Electricity
- Water

Financial Institutions

- Bank(s)
- Credit Cards
- Loan Providers
 - Car loans
 - Student loans
 - Personal loans
 - Other: _____
- Other: _____

Insurance

- Auto
- Home/Renters
- Life
- Health
- Dental
- Other: _____

Service Providers

- Doctor
- Dentist
- Pharmacy
- Veterinarian
- Accountant
- Auto dealership
- Other: _____
- Other: _____
- Other: _____



The Stress-Free Moving Guide

Government

- CRA
- Health card
- Driver's license
- Government photo card
- Elections Registration
- Pension Plan
- Support Programs

Education, Organization and Clubs

- University or College
- Professional Associations
- Alumni
- Charities you contribute to
- Other: _____
- Other: _____

Subscriptions and Memberships

- Store memberships (e.g.: Costco)
- Streaming services
 - Video (Netflix, HBO, Hulu, etc)
 - Music (Apple Music, Spotify)
- Online Shopping Accounts
- Magazines or Newspapers
- Subscription Boxes or Meal Kits
- Other: _____
- Other: _____
- Other: _____

For Families with Children

- Daycare
- School
- Pediatrician

Other Address Changes

- Other: _____
- Other: _____
- Other: _____



What about mail forwarding?

Mail forwarding service makes sure that all of your mail follows you to your new address! This ensures you're not missing any important mail like tax slips or license renewals. You can set up mail forwarding through Canada Post for a small fee. We highly recommend this. Even if you've changed your address in all the right places, this gives you the added protection and peace of mind that you will not miss out on any mail.



Transferring Your Utilities

About a month before your move date, call your utility companies to let them know you'll be moving and to transfer your account to your new address. If you haven't paid utilities at your current apartment, you can call the utility companies to set up a new account! If you're not going to be paying any utilities at your new address (lucky you!) don't forget to call your utility company to close your account. You get the idea!

You'll also want to arrange a setup date for your internet connection. Plan ahead so that you aren't left without Wi-Fi!

Pro Tip: Save Money on Internet!

Moving your internet service to your new address? Use this as an opportunity to see if your internet company can offer you any special promotions or savings!





Tenant Insurance

Accidents happen – be protected!

Tenant insurance protects your belongings and prevents you from having to pay out of pocket should something go wrong, like a fire or a flood.

But do I really need tenant insurance?

The answer is yes, yes, yes. You may think to yourself, “nothing has happened yet” but life is full of unexpected surprises. Tenant insurance (also sometimes called renter’s insurance) is actually relatively inexpensive. Not having tenant insurance could cost you a lot in the long run.

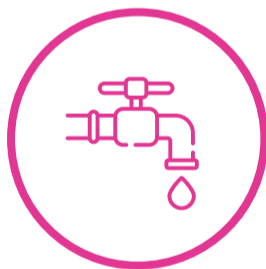
Your landlord has insurance, but their insurance normally does not cover the scenarios below – and if you cause damage, you can be held personally responsible. Certain tenant insurance packages cover temporary accommodations should you need to relocate temporarily after an incident (such as a fire).



Tenant insurance protects you in the following scenarios:



Your next door neighbour starts a fire and in the fire, you lose all your belongings.



You leave for the weekend, without realizing you’ve left the faucet on. The floors are ruined.



Someone gets hurt in your apartment, and you are to be held liable.



A pipe bursts and damages all of your furniture.



Someone breaks into your home, breaking the windows and stealing your belongings.

Without tenant insurance, you could be held liable for damages to your rental, **even if it wasn’t your fault.**

This could lead to a loss of your belongings, hefty repair payments, and even legal trouble. Many landlords ask for proof of renters insurance before you move in, and we can see why!



A few weeks before you move...

Sell or Give Away Items You Won't Need!



1. Donations

Depending on where you live, look for organizations that will accept donations in your area. For example, many thrift stores like Salvation Army, Goodwill or St. Vincent de Paul will take care of clothing and household donations. If you're not sure, call ahead to see what an organization can accept! If you're planning on giving away items, you can also join your local "Buy Nothing" group on Facebook and share your stuff!



2. Sell Your Stuff

Facebook Marketplace and Kijiji are popular online platforms for selling your old belongings. From furniture to appliances to clothing, you can sell almost anything online. This is a great way to make some extra cash before you move!



3. Throw Away / Recycle

If you have to throw items away, be sure to check in with the rules around disposing of large items like mattresses or big pieces of furniture at your current property. Companies like 1-800-GOT-JUNK can also help you dispose of large items! Remember to bring old batteries to battery recycling drop offs instead of tossing them in the regular trash bin.

You can also make use of "Take it Back" retailers! Some cities have programs that team up with retailers and charities to safely dispose, recycle or reuse products when you are finished with them. In the City of Ottawa, the Take it Back! Program makes it easy to dispose of products like motor oil, electric motors, propane tanks, electronics, paints, clothing, garden supplies and more! Find out if your city offers a similar program.

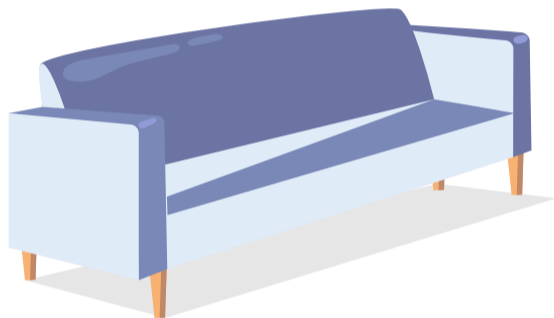


A few weeks before you move...



Fill Your Prescriptions

If your move requires changing pharmacies, it's probably a good idea to fill your prescriptions before you move. This way you can make sure that you won't be without any important medications! Call your doctor to see if they can fill your prescriptions for 1-3 months, and then pick it up from your pharmacy before your moving day.



Disassemble Furniture

Don't forget to keep all of the hardware in a safe place. Keep nuts and bolts in a Ziploc bag - write down the piece of furniture they are for directly on the bag. You can tape the Ziploc to the side of one of the furniture sections so that you don't lose it! Alternatively, gather all of the hardware for all of your furniture into separate Ziplocs and keep them all in one place together. relatively inexpensive. Not having tenant insurance could cost you a lot in the long run.

Pro Tip: Find Assembly Guides Online

Can't find those furniture assembly instruction guides? These days, most companies have them online as a PDF. Just do a Google search of your furniture name and you should be able to find the assembly guide rather easily!

The Pantry, The Fridge and The Freezer

That tub of chocolate ice cream sitting in your freezer will likely not survive your move. What better excuse to finish it?

We recommend spending the last few weeks or so doing your best to finish all of the food in your pantry, fridge and freezer. This will help you avoid having to move groceries over and things going bad. Think of it as a fun challenge - how can you get creative and use up the food you already have?





Moving Day: Make Arrangements for The Big Day

Who will help you move?

Will you hire help and use a moving company, or ask friends for a helping hand? If you're using a moving company, call to book their services a month before your moving date. Some moving companies will also let you book online. Be sure to save any documentation they send you for your records.

If friends are helping you move, ask ahead! The earlier you ask, the easier it will be for them to work it into their schedules. Your friends will surely appreciate the advance notice. On moving day, be sure to reward them (we recommend with pizza!)



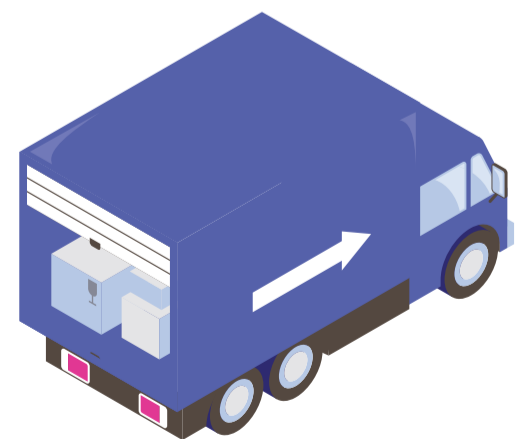
Pro Tip: Spot a Moving Scam

Unfortunately, moving scams can move you into spending a lot of money on fraudulent services. Moving scams often use below-market quotes to lure people in, fake claims of accreditation, and generic business names. Some moving scams even hold customers' belongings hostage for a ransom. To protect yourself, always thoroughly read reviews online, beware of requests for large deposits or upfront costs, and do extensive research before hiring a moving company.

Book a Moving Truck

If you're booking a moving truck, you'll want to do this about a month ahead to ensure you don't miss out on your desired date. Have a plan for who will drive the truck! Remember that the first and last days of the month are the busiest days for movers and truck rental companies. That's why it's important to book well ahead to secure your spot.

And of course, you'll want to make sure everything is ready and packed for moving day to save yourself unnecessary wasted time and headaches. Not being packed in time could cost you more in labour fees, or truck rental fees due to having to return the rental late. For an easy packing experience, be sure to read our packing tips!





Other Arrangements for Moving Day



Reserve The Elevator

Some larger buildings that have elevators may ask you to book a time slot to reserve your elevator for your move-out or move-in. If this applies to you, be sure to book in advance through your superintendent or property manager!

Have a plan for pets and small children

If you have children or pets, arrange for them to have somewhere to be and someone to watch them during the move.

Arrange for key pickup

You'll need to arrange to get the keys to your new apartment before you move in.





Packing Tips

Packing Made Easy



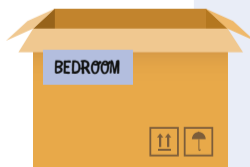
Make books easier to carry
Pack books (especially heavy ones) in suitcases. They will be so much easier to carry!



Avoid using newspapers for wrapping fragile items
The ink will rub off and can stain your belongings. Instead, wrap items in the towels and linens you were already going to pack for the double the impact.



Maximize packing space
Use pots and pans to hold small items for maximized space!



Label your boxes by room and colour code them
Take pictures of the contents of your boxes so that you remember what is packed where!

Clothes thrown in a box are unnecessarily heavy
A good alternative is to tie a bag around the clothes on the hanger, leaving the hanger sticking out. Easy to carry and saves space!



Take photos of your electronics
Take photos of your electronics (like the back of your TV) so you can remember how to set them up later.



Avoid spills
Wrap a bit of plastic wrap around things that might spill (like lotions or shampoos) or keep them safe in reusable Ziploc bags.





Packing Tips

Pack a moving essentials kit

You will thank yourself later! On moving day, you might be too tired to unpack. Pack an essentials kit, either in a box or a suitcase, with the main items you'll need quick access to. Your moving essentials kit might contain the basics like the example below:

My moving essentials kit checklist:

- Toilet paper
- Dish soap and dish towel
- Hand soap
- Toothbrush and toothpaste
- Garbage bags
- Shower curtain
- Shampoo and conditioner
- Change of clean clothes
- A clean bath towel



Now you'll be able to settle in comfortably without having to sift through multiple boxes. Make sure your essentials kit is well-labeled and stands out from the other boxes!



Keep these important items on you when you move

- Birth certificate
- Passport
- Driver's license
- SIN card
- Health card



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Moving Day

The big day is finally here! Follow our easy-to-use checklist to make sure everything is taken care of on your moving day.

- Wake up early so that you aren't rushing into your day.
- Eat a full breakfast - you'll need the energy!
- Have help for pets or kids for the day.
- Defrost the freezer and refrigerator
- Pack any last minute items that you can only put away the morning of your move.
- Pack your essentials kit (see p.13).
- Make sure all of your boxes are labeled with destination (ex: living room, kitchen)
- Do a final sweep of your home - make sure there is nothing you missed
- Thoroughly clean the space you are moving out of
- Do a final walkthrough with your landlord
- Take photos of the empty rental unit as you're leaving for your records
- Lock all doors and windows
- Leave the keys with your landlord



Settling In

Now that you've moved, it's time to settle in. But first, take care of these few last things!

- Be sure to share proof of tenant insurance with your landlord
- Your landlord will likely want to do a move-in inspection once you've moved in
- Take photos of your new rental the day that you move in, before you've started unpacking. Document the state of the rental on your move-in date, especially any existing damage (like scratches on the floor or dents in the walls.)
- If your building has a buzzer, ensure that you are set up in the system. Mailboxes may also need to be labeled.

Done? Now you can start unpacking your essentials and taking a break as a reward for all of your hard work before the real unpacking starts. Congrats on your move!





Browse our rentals at aliferous.ca

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