

## Preparing to Move

Moving to a new place, whether it is residence, an apartment or a new house is quite stressful. The key to successful moving is planning, organization and control.

### Planning Your Move

Sort through your belongings and decide what you are going to take with you. If you are a student moving a far distance (Alberta to New Brunswick) you may decide to leave your large furniture at home, with your parents, and to rent or buy furniture once you have settled into your new place. If you decide to take all of your furniture with you, you will have to arrange a move with a moving company, or to rent a van or truck. The latter two will require pre-booking to ensure availability for when you plan to move. Check the telephone directory for Moving companies and/or for Car and Truck Rentals.



## Moving Checklist

### One Month Ahead

- ❑ Arrange for a moving company or your own transportation. Confirm the dates that you are wishing to move from your present location to the next.
- ❑ You may need to book a moving company or rental vehicle more than one month in advance. University communities are very busy with students moving at the beginning and end of the academic term. The last week in August and the first week in September are big moving weeks in Halifax.
- ❑ Check about drop-off charges if you are renting a truck to move to another city. You should also check daily rates as well as mileage charges (mileage is typically an additional charge to the daily or weekly rate).
- ❑ Arrange for disconnection (if applicable) of utilities and re-connection at new location.
- ❑ Give address change to post office, charge accounts, credit cards, subscriptions (notice requires several weeks), friends and relatives.
- ❑ Ask doctor and dentist for referrals. If you are a university student, there is most likely a health clinic on campus.
- ❑ Transfer needed prescriptions (eyeglasses, x-rays, and medical).
- ❑ Notify your insurance company of new location for coverage: life, health, fire and auto.
- ❑ At the bank: Transfer funds, arrange check cashing in new city; arrange credit references.

## Two Weeks Ahead

- ❑ Get essential packing materials: sturdy boxes, tape, markers, newspaper, and tissue paper. Packing boxes can be obtained from grocery stores, liquor stores, and department stores.
- ❑ Confirm your moving arrangements, with the moving company, Rental Company or your friends and family.

## Pack Properly<sup>1</sup>

- ❑ Pack boxes tightly to avoid things getting broken.
- ❑ Wrap glass and other breakable things individually with newspaper, tissue paper, or towels before packing into boxes.
- ❑ Make use of large garbage bags or your laundry basket for clothing, sheets or blankets. If it helps, pack items that you know that you will need (sheets, towels, toiletries, tissues and a change of clothes) in your clothes hamper on moving day so that you will know exactly where to find them at your new place!<sup>2</sup>
- ❑ Keep things that are similar together (i.e., dishes, books, clothes, sports equipment or bathroom things).
- ❑ Label boxes indicating the basic contents of the box and what room it belongs in.
- ❑ Pack before your friends arrive to help load the truck.
- ❑ Don't pack the following (because you will most likely need them during the move):
  - Drinks, in case you get thirsty while moving
  - Blankets, to use as padding for furniture so it won't get scratched
  - Tape and marker for last minute packing
  - Toiletries
  - Paper towels and cleaning supplies
  - Broom or vacuum cleaner for last-minute cleaning
- ❑ Do not pack valuables such as jewelry, money, important documents, etc... Take these items yourself.

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<sup>1</sup> The Canadian Egg Marketing Agency's Guide to Independent Living (1989). How to Live Successfully on Your Own. Ontario: Summerhill Press.

<sup>2</sup> <http://www.rightmoveinc.com/tips.htm>

## **Moving Day**

The best strategy for moving day is to remain calm. It is also helpful to have a checklist so that you do not forget anything.

- ❑ Make sure you have keys to your new home. If you are moving into an apartment building, you will receive your keys upon arrival.
- ❑ Make sure you have payment for the movers or truck rental.
- ❑ Load houseplants last and unload them first.
- ❑ Make sure all pets are secured.
- ❑ Do a thorough inspection of the unit on the first day - before all of your furniture is moved in. This can be done with or without the landlord. Make sure to have a witness sign your inspection form and to make a copy and give the original to the landlord within a few days of moving in.

## **Inspection Reports**

An inspection report describes the conditions of the premises when tenants move in, and when they move out. Both tenants and landlords can benefit from completing an inspection report. Tenants can use it to prove that they were not responsible for damages and landlords can use it to prove that damages occurred during the tenancy. A sample inspection report is given on page 4.

Landlords and tenants are required to inspect the premises within one week before or after a tenant take possession. It is easiest to do the inspection before any furniture is moved in (however it is not necessary).

The landlord and tenant should inspect the premises together and write down any damage such as scratches and burns. Both should sign the report and both should obtain a copy of the inspection report.

A landlord and tenant should complete the final inspection of the premises within one week before or after the tenant moves out; however, most times it is the day that the lease terminates. The premises should be vacant when the final inspection takes place, unless the landlord and tenant agree otherwise.

The final inspection will determine if there is/are any chargeable damage/s. According to Section 12 of the Residential Tenancies Act, charges may be deducted from your security deposit only if the landlord has filed a complaint within 10 days of the of termination of the lease. If no application or complaint is made, the security deposit (with interest) shall be returned to the tenant within 10 days of the date the lease was terminated.

You should be aware that normal wear and tear<sup>3</sup> does not constitute damage to the apartment. The following table indicates the difference between Wear & Tear and Damage:

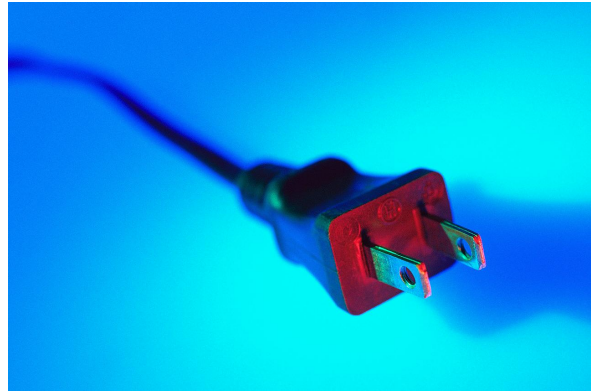
<b>Wear &amp; Tear</b>	<b>Damages</b>
Worn out keys	Lost Keys
Loose or stubborn door lock	Broken or missing locks
Loose hinges or handles on door	Torn, stained or burned carpet
Worn and dirty carpeting	Rust or oil stains on carpets
Carpet seam unglued	badly scratched or gouged wood floors
Scuffed up wood floors	Linoleum with tears or holes
Linoleum worn thin	Stain on ceiling from overflowed tub
Worn countertop	Holes in walls
Stain on ceiling from rain or bad plumbing	Unapproved (bad) tenant paint job
Plaster cracks from settling	Ripped or marked-up wallpaper
Faded, chipped or cracked paint	Torn or missing curtains or drapes
Loose wallpaper	Torn or missing screens
Faded curtains and drapes	broken window
Heat blistered blinds	Broken or missing faucet handle
Dirty windows or door screens	broken toilet seat or tank top
Sticky window	Urine or pet odor throughout unit
Loose or inoperable faucet handles	Damaged or missing closet door
Toilet runs or wobbles	
Closet door off track	

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<sup>3</sup> Wear and Tear is defined as a common degree of decline or lower value caused to the premise from the normal use of the premise.

## Setting up Utilities

As was indicated above, you should arrange for connection of utilities in advance. Utility connections are First Time Costs (see Creating your Budget) that you had to consider when creating your budget. Utilities include Telephone, Power, Heat and/or Cable. Remember: the utilities that are included in your rent you will not have to worry about setting up (the landlord has already done this for you).



## Setting up the Kitchen

Most apartments are equipped with a fridge and a stove. It will be up to you to set up the rest of the kitchen. Depending on the type of cooking that you normally do will determine the basic tools of your kitchen. Some items you will use every week, many of them you will use everyday, and some are just really nice to have.

Here are some of the basics you will need for preparing, cooking, serving, and storing food, and for cleaning up the kitchen after your meals.<sup>4</sup>

### Preparing Food:

- ❑ Knives: A good, sharp knife is a kitchen necessity. There are many different shapes, styles, and sizes of knives. Many stores sell knife block sets. You will have to decide which knives best fit for your needs.
- ❑ Kitchen scissors
- ❑ Set of mixing bowls (stainless steel, glass, or ceramic)
- ❑ Set of plastic or metal measuring cups and spoons
- ❑ Liquid measuring cup
- ❑ Can opener
- ❑ Bottle opener
- ❑ Wire strainer or plastic colander (for sifting flour or draining pasta)
- ❑ Cheese Grater
- ❑ Vegetable peeler
- ❑ Cutting board
- ❑ Ice-cube trays

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<sup>4</sup> The Canadian Egg Marketing Agency's Guide to Independent Living (1989). How to Live Successfully on Your Own. Ontario: Summerhill Press.

## **Cooking**

- ❑ Frying pan (cast iron, non-stick, electric or other)
- ❑ Pots (with lids) - You can probably get away with owning only two pots, though three is better, and more is excellent.
- ❑ Dutch oven with a lid (a large pot with high sides and a handle on each side - good for making homemade soups).
- ❑ Kettle
- ❑ Long-handled spoon
- ❑ Flipper/turner
- ❑ Potato masher (if you plan to mash potatoes)
- ❑ Toaster
- ❑ Oven mitts
- ❑ Hot pad for setting hot dishes on counter or table.
- ❑ Cookie/Baking Sheets

Extra cooking tools (only if you bake or cook a lot) include:

- ❑ Blender
- ❑ Food processor
- ❑ Coffee maker
- ❑ Coffee/spice grinder
- ❑ Microwave oven
- ❑ Mixers
- ❑ Pie or cake pans
- ❑ Rolling pins
- ❑ Toaster or toaster oven
- ❑ Tongs
- ❑ Woks

## **Serving**

- ❑ Large plates
- ❑ Large bowls for soup, cereal, or dessert
- ❑ Drinking glasses for cold drinks
- ❑ Mugs for hot drinks
- ❑ Knives, forks, teaspoons, tablespoons, or soup spoons.
- ❑ Salt and pepper shakers
- ❑ Napkins

## **Storing**

- ❑ Set of plastic containers with lids for storing and freezing leftovers and unused portions of canned foods.

## **Cleaning Up**

- ❑ Cloth for washing dishes
- ❑ Wire or plastic mesh pot scrubber
- ❑ Dish-drying towels
- ❑ Garbage container

## **Kitchen Supplies**

- ❑ Dish detergent
- ❑ Hand soap
- ❑ Paper towels
- ❑ Plastic food-storage bags
- ❑ Sandwich bags
- ❑ Plastic wrap
- ❑ Aluminum foil wrap

## **Organizing Your Kitchen**

The simplest way to organize your kitchen is to put things near where you use them.

### **Near the sink:**

- ❑ Cutting board
- ❑ Colander or sieve
- ❑ Dish- and food- drying towels
- ❑ Hand-drying towels
- ❑ Garbage container
- ❑ Dish detergent, dish washing cloth and pot scrubber
- ❑ Hand soap

### **Near the Stove**

- ❑ Pots, pans and lids
- ❑ Utensils like flipper/turner, potato masher, etc.
- ❑ Oven mitts or pot holders
- ❑ Hot pad
- ❑ Baking soda
- ❑ Bandages