

THE RAMAUTOR TEAM'S MOVING MANUAL



LET'S GET STARTED AND INTRODUCE
YOUR NEW HOME

PERSONAL AND LOCAL INFORMATION

Our New Address: _____
City: _____
Province: _____
Postal Code: _____
Home Telephone: (____) _____

Local City Politician: _____ Tel:(____) _____
Provincial M.P.P: _____ Tel:(____) _____
Federal M.P. _____ Tel:(____) _____

City of Kitchener (519) 741-2286
Mayor's Office Kitchener (519) 741-2300
City of Waterloo (519) 886-1550
Mayor's Office Waterloo (519) 747-8700
City of Cambridge (519) 623-1340
Mayor's Office Cambridge (519) 740-4517

Emergency ONLY: 911

Police: (519) 653-7700
Fire: Kitchener (519) 741-2496
Waterloo (519) 884-2121
Crime Stoppers: 1-800-222-8477
Poison Control: 1-800-268-9017

Local Hospitals
Grand River: (519) 742-3611
St. Mary's: (519) 744-3311










Urgent Care Clinics
Victoria & Westmount: (519) 745-2273
Fairway Road: (519) 748-2327
The Doctor's Office: (519) 725-1514

Rogers Cable: (519) 748-3200

Kitchener Wilmot Hydro: (519) 745-4771
Kitchener Utilities (Gas & Water): (519) 741-2450
Waterloo North Hydro: (519) 886-5090
Union Gas: 1-888-774-3111
Union Energy: 1-877-267-7902








Mom's Work: _____
Dad's Work: _____
Mom's Cell: _____
Dad's Cell: _____
School: _____

FIRST THINGS FIRST

-  Book your moving company or truck rental. Your agreement of Purchase and Sale requires you to give vacant possession on _____, 20__.
-  It is often difficult to obtain a mover or truck on the busy real estate period of the year (i.e. end of June in particular or the 1st of any month).
-  Give the company a credit card or cash deposit.
-  Obtain a receipt for your deposit
-  Obtain a booking reservation number, as well as, the name of the person whom you booked with
-  Two weeks before the move, call your selected moving company to confirm your reservation.
-  If you are moving from an apartment condominium complex, ensure that the moving truck that you have ordered can fit up to the shipping doors of the building.
-  If you are moving an apartment condominium complex, reserve your elevator well in advance, particularly if your move is at the end of the month
-  The telephone is a key tool in any move. Arrange with your telephone provider well in advance for the disconnection of your old line and the re-connection of your new line.



DECIDING ON A MOVING COMPANY

-  Always get written estimates and promises in writing
-  Always use a well-known reputable moving company
-  Ask your friends etc, for moving company references
-  Check with the local Better Business Bureau (BBB) or City Hall to see if the moving company is licensed to work in your area. If they are not, their insurance policy may not be in effect, and you will have no means by which to file a complaint or claim.
-  Long distance moving rates are based on shipments over a distance of 35 miles and are based on weight and mileage. Always request an audit of the actual weights and the distance covered.
-  Local moving costs, relative to the time that the move will take is usually the cheapest with the company with the most experience
-  Should you find reason to file a claim for excessive time billed, damage, etc., carefully document the reasons for your claim and submit the written claim to the moving company as soon as possible.

MOVING COMPANY OR TRUCK RENTAL OPTIONS:

<u>COMPANY</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>RATES</u>
OUR CHOICE:			

Reservation Notes:

WHO DO I TELL THAT WE'RE MOVING?

The best answer is everybody and anybody who is remotely interested in knowing your new telephone number and home address. If you notify the post office only, they will simply forward your mail (at a cost, for a maximum period only). The post office will not notify others of your new address. That is your responsibility.



EMPLOYERS

	COMPANY	EMPLOYEE #	CONTACT PERSON
HIS:			
HERS:			
CHILDREN:			
CHILDREN:			

HOME UTILITIES

	TELEPHONE #	ACCOUNT #	CONTACT PERSON
Telephone:			
Gas:			
Hydro:			
Water:			
Cable TV:			
Other:			

HOME DELIVERY AND OTHER SERVICES

	TELEPHONE #	ACCOUNT #	CONTACT PERSON
Bottled Water:			
Gardener:			
Diaper Service:			
Dry Cleaner:			
Water Softener:			
Paperboy:			
Other:			

NEWSPAPERS AND MAGAZINE

(HINT: MAGAZINES NEED 4-6 WEEKS NOTICE. THEY ALSO LIKE YOU TO SEND THEM THE MAILING LABEL THAT THEY AFFIX TO YOUR MAGAZINE)

	TELEPHONE #	ACCOUNT #	CONTACT PERSON
Record:			
Financial Post:			
Financial Times:			
Other:			
Other:			

SCHOOLS, DAY CARE, BABYSITTERS AND CHURCHES:

(Hint: Once you know the name, address, telephone number and principal of the new school, ensure that your children's school records are transferred.)

	CHILD	ADDRESS	CONTACT PERSON
School:			
School:			
Church:			
Babysitter:			
Babysitter:			

CLUBS, AFFILIATIONS, UNIONS AND OTHER MEMBERSHIPS:

NAME	TELEPHONE #	ACCOUNT #	CONTACT PERSON

BANKS, FINANCIAL INSTITUTIONS, CREDIT CARDS:

(Hint: always order new cheques with your new address imprinted well in advance of your move. Make sure that the new cheques are (a) left at the bank for you to pick up or (b) have the cheques delivered to your current address)

NAME	TELEPHONE #	ACCOUNT #	CONTACT PERSON

OTHERS:

	NAME	TELEPHONE #	ACCOUNT #
Auto Insurance:			
Car Ownership:			
Credit Union:			
Dentist:			
Drivers License:			
Family Allowance:			
Home Insurance:			
Life Insurance:			
Family Doctor:			
Solicitor:			

OTHER:	NAME	TELEPHONE #	ACCOUNT #
Other:			
Other:			
Other:			
Other:			
Other:			

MOVING SUPPLIES AND EQUIPMENT:

* Buy your moving boxes. The Boxes at the grocery store and liquor store may seem better because they are free, but the irregular shapes, unknown tears in the cardboard, lack of tops, pieces of lettuce, etc. will make it a big inconvenience in the long run.

* It is most economical to buy your moving boxes at a box manufacturer, rather than at a specialized moving store (U-Haul etc.).

SAMPLE BOX SIZES TO PURCHASE

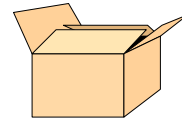
9" x 9" x 9"

12" x 12" x 12"

15" x 15" x 15"

21" x 21" x 21"

30" x 18" x 18"



It is better to pack many SMALLER boxes, rather than fewer larger boxes. Smaller boxes because:

- They are easier to pack and unpack;
- They are lighter and easier to carry;
- More people can carry lighter boxes;
- Easier to pack in the moving truck

OTHER MOVING SUPPLIES TO BUY:

- Magic markers to clearly label boxes
- Strong tape to secure boxes
- Scissors
- Clean packing material

REMEMBER!

- Always label your boxes clearly with the contents and the new room location
- Mark your boxes on the top as well as the sides
- Buy brightly coloured "FRAGILE" stickers for your china boxes, etc.
- Borrow or rent a manual moving dolly or hand truck for loading boxes, appliances
- Always have plenty of strong rope to secure items in the truck

PLAN YOUR MOVE CAREFULLY:

Like the game of chess, the planning of your moving has a real snowball effect. The first box you pack will have an effect on several other boxes you pack. Packing your belongings in a logical manner will reduce the anxiety and inconvenience of the move significantly. Here are some suggestions:

* Before you begin to pack anything, discard (or make available for your street sale or garage sale) some or all of the following:

- Things you don't need or want
 - Clothing you haven't worn in years
 - Oil rags, matches, gasoline, lighter fluid
 - Cooking oils from the kitchen
-
- Packing 10 boxes a day for 10 days is better, easier, and less stressful than 100 boxes on the day before the move!
 - Doctors are constantly telling us of the high frequency of heart attacks occurring yearly at the first snowfall...well the same applies to moving and lifting heavy boxes. Be very careful and always lift with your legs, not with your back! Begin packing the items in your home or garage that are the least important and least used (i.e. items in storage, the attic, closets, garden tools, power tools etc.)
 - It seems that our furniture picks up most of their bumps, bruises, scratches and dents not from everyday use, but only when we move...so wrap and cover all furniture in the moving truck.
 - Keep those large towels, blankets and sleeping bags handy to wrap around furniture while in transit.
 - Borrow or rent moving blankets from the local moving store (U-Haul, etc.).
 - If you are renting a truck, the best advice I can give is always rent a truck that you think is too big for your needs. If you think you need a 14' truck, always rent the 18' truck; you will be amazed how all those toys, bicycles, shovels, and lamps will take up valuable space in your truck. Imagine the extra rent and gas costs for an extra trip because the truck you ordered was too small!



THE DAY OF THE MOVE WITH THE MOVING COMPANY:

- When the moving company arrives, make note of their arrival and departure time. Upon receipt of your invoice, ensure that it matches the actual time worked or part thereof.
- When the moving company arrives, go through the house with the van foreman, giving him special instructions that you may have.
- Advise the drivers where you may be reached at your destination
- Advise the drivers of any articles you may require first in your new home, so they may be loaded accordingly
- Exchange cellular and car telephone numbers with the moving company, if so equipped.
- If you are moving into a new home in a new subdivision, check to see that the roads and your driveway are suitable and accessible for the moving truck.
- Let your moving company roll your area rugs correctly.
- Let the moving company dismantle and set up your beds.
- Do not roll mattresses. Leave these items for the movers.

- Do not move furniture in your current home. Moving the furniture into a spacious house is easier than moving it from one room packed with furniture.
- Any fixtures fastened to the wall, such as mirrors, drapery tracks, etc. should be taken down for the movers. Make a floor plan of your new home, this will greatly assist the movers in determining where to place the furniture when it is unloaded from the moving van.
- Any items, such as luggage, that you are not including in the goods to be moved by the mover, should be kept separate so they will not be moved in error.
- If you are storing your goods, inspect the company's warehouse facilities and security services of the facility.
- When storing, notify your moving company of any items that you may want access to. The company will then ensure that these items will be kept forward in the storage pallets. When you think your house is completely empty, go through it one more time with the van foreman; include the attic, basement and garage.
- A small gesture of soft drinks or coffee to the movers will be appreciated. A cold beer may seem more appropriate but remember that they are handling your life-long and hard-earned possessions!

PACKING HINTS:

- Liquids in bottles should have tops securely fastened.
- Never pack articles above the top of boxes.
- Records, books and CD's should be pack on their ends in small boxes.
- Pack blankets in large boxes.
- Pack pillows and towels in dresser drawers
Large mirrors, glass table tops, valued paintings and pictures should be carefully packed or professionally crated.
- Do not pack lampshades in newsprint. The print will rub off.
- Wrap lampshades in clean tea towels or tissues.
- Handle lampshades by the frame only, not by the lampshades covering.
- Do not pack irons or kitchenware in the same box as china or crystal.
- Do not pack cleaning compounds, soap, furniture polish or medicines in the same box as groceries.
- Securely tape trays in stove, refrigerator and freezer.
- Do not pack heavy items on top of shoes.
- Table lamps, floor lamp and light bulbs should be packed.
- All light fixtures should be carefully packed.
- Small clocks should be carefully packed.
- Grandfather Clocks should be prepared for shipment by a jeweler to protect the movement.
- When packing china, place heavy items at the bottom of the box.
- China plates and all other flat pieces should always be packed on their end.
- Small items like salt and pepper shakers should be packed in their own small box or a zip-lock bag inside the moving box.
- Clothing may be stored in large wardrobe boxes.
- Wardrobe boxes are excellent for moving drapes.
- Always remove hooks from drapes prior to packing. They can easily tear the fabric in the moving process.
- Tie brooms, mop handles, and curtain rods in bundles.

- Power tools such as table saws lathes; grinders, etc. should be dismantled for safe moving. All blades should be removed for safety.
- All electrical appliances should have their power cords bundled by elastic bands.
- Defrost your refrigerator the day before moving.
- Never move your refrigerator or freezer in any position other than in the upright position.
- Always drain gasoline from such items such as outboard motors, power mowers, snowmobiles, motorcycles and snow blowers.
- Arrange with an electrician to have your gas or electric stove professionally disconnected.
- Take your old telephone book with you. It will come in handy for checking addresses.
- Today, many people own the telephones they use in their home. Remember to disconnect and take the phones that you own with you.
- If you are renting a telephone, you will save the cost of the service call if you return the phone to your local phone company.

MOVING WITH PETS

- Pets, like any other family member, feel the stress of relocation. Minimizing your pet's exposure to extreme changes in routine will go a long way to easing its stress (and yours).
- Consult your veterinarian. Make sure all vaccinations are current, obtain medical records, and ask for a recommendation for a veterinarian in your new area.

TRANSPORTING YOUR PET

- Household movers are not permitted to transport live animals in a moving van. Bus companies will only accept seeing-eye dogs accompanied by their owner.
- Dogs and cats can ride in your car, but if traveling a long distance, make sure you stop at least every two hours. Call ahead to find motels and hotels that allow pets.
- If your pet is nervous or does not like to travel, talk to your vet about tranquilizers.

BEFORE THE MOVE

Keep your pet's daily routine as consistent as possible. If possible, arrange with a friend or a kennel to take your pet during the move.

DURING THE MOVE

Make sure your animal has identification tags and that the phone number on the tags is current. Have extra food and water on hand in case of emergency.

ARRIVAL AT YOUR NEW HOME

The sooner you re-establish old routines, the better. Allow your pet to become familiar with the home. Cats, if outdoor, should be kept indoors for a few days before being allowed to roam free (check with the City to see if they allow outdoor cats first). Dogs benefit from frequent familiarization walks around the area.

This Manual is Compliments Of:



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