

Moving to your new apartment just got easier!



Your CRB Program guide to
Move With Confidence™

Helping you make the move...

The Certified Rental Building (CRB) Program represents all of the advantages that make searching for a new apartment home easy, and allows you to **Rent with Confidence™** when selecting a **well-run, well-managed, well-maintained** building to live in.

We understand moving can be hard work and a time consuming experience. Many experts rate moving as the third most stressful event that people will endure in their lives. There is a lot to consider once the decision has been made that you are moving to a new apartment home. Therefore, careful planning and organization are essential ingredients to de-stressing your move.

That's why we have developed this new **Move With Confidence™** Guide as a tool to assist apartment renters in making their moving experience as smooth, and as stress-free an event, as possible.

The CRB Program's **Move With Confidence™** Guide can assist apartment dwellers in making their moving experience a relatively easy event. It contains a timeline checklist of key events, along with many helpful moving tips that when followed can turn your moving experience into...





Planning your move...

Planning and organizing your move will greatly contribute to making your moving experience more manageable. Simply making a to-do list of all of the tasks you need to accomplish and giving yourself ample time to do them, will help make your move easier. This **Move With Confidence™** Guide will help you in identifying these key tasks and providing you with a realistic timeframe to get them done.

Hiring a moving professional?

If you decide to hire a moving professional to assist you with your move, an excellent source of information is the Province of Ontario's website which provides many helpful tips. Please visit, www.ontario.ca/consumers/hiring-mover

Things consider when moving yourself...

- Determine what size moving truck/vehicle is needed.
- Do you have enough people available on your moving date who can help?
- Do you or a family member or friend have the appropriate drivers license for the vehicle you require for your move.
- Determine how much it is going to cost to move yourself. Be sure to include all the components such as: the vehicle, insurance, gas, and supplies.



Six Weeks Before Your Move

- Finalize moving details with your new apartment manager (date/time). Ask about any special parking arrangements, elevator or other regulations that you need to make for your moving day.
- Take inventory of the items you want to move to your new apartment home.
- If you are going to use a moving professional, call several for estimates. If you are going to be moving yourself, get estimates on the cost and availability of the truck/vehicle for your moving date.
- Start gathering moving supplies like boxes, bubble wrap, tape. Save old newspapers to wrap delicate items.
- Contact schools about a transfer for your child(ren), if needed.
- Contact friends and family with your moving date, confirming they are available to assist you.
- Request time off from work. Ensure your moving date does not conflict with your work schedule.
- Confirm and schedule with a moving company, or reserve a truck if you are moving yourself.

Helpful Tips

Don't pack unwanted items. Start to organize and donate any clothes/house hold items you do not need any more to a local charity of your choice.

Check online or ask the leasing agent for a floor plan for your new apartment. Make sure the items you have will fit and begin to decide where they will go.



Four Weeks Before Your Move

Helpful Tips

Have markers, tape and labels ready. As you pack, use the CRB Program's handy "moving labels" to identify what's in each box, and what room they will be going into.

Remember, in some cases, moving expenses can be used for tax credits and claims.

Consider setting up a mail forward with Canada Post. For a charge, this ensures you receive mail just in case you forgot to complete a change of address form.

- Start a file of moving paperwork and expenses. It will keep you organized, particularly as items are packed up.
- Obtain and fill out Canada Post change of address forms for all organizations and contacts. Look into updating them online. *See our change of address checklist on page 11 of this guide.*
- Contact your insurance agent, to obtain a renters policy, to transfer or to convert existing insurance to a renter's policy for your new apartment home.
- Schedule disconnection of any utilities you are currently responsible for at your existing residence (phone, cable, satellite, internet, hydro, etc.) and schedule connection of required services for your new place.
- If your child(ren) will be changing schools, register at the new school and obtain school records from existing schools.
- Begin packing. Start with off season clothes and rarely used items.



Two Weeks Before Your Move

Helpful Tips

As you identify unwanted items, remember to responsibly recycle electronics, hazardous waste, plastics, metals and papers.

Make sure you properly dispose of items that cannot be moved such as chemicals, pesticides, flammable liquids and batteries.

For extra padding, wrap glass and stemware in clean socks.

Make sure you clearly mark all boxes with fragile items to avoid any damage during the move.

- Cancel or transfer any newspaper or magazine subscriptions.
- Decide if you need to change banks or branches. As needed, set up the accounts and make arrangements for funds to be transferred. Make sure you order cheques that have your new address on them.
- If you are changing doctors, dentists, veterinarian, or pharmacy, retrieve copies of all records.
- If currently living in an apartment, arrange date and time for your "move-out" inspection.
- If you have a vehicle or Photo ID Cards, visit a Service Ontario location to complete the required change of your address.
- Return any borrowed items and retrieve any loaned items.
- Continue sorting and packing any items you will not require over the next couple of weeks.
- Remember to set aside the things you will require for final clean-up (broom, vacuum, mop, cleaning products/supplies, etc.)



One Week Before Your Move

- If using a mover, confirm date and time of your move, the cost and payment method.
- If moving yourself, confirm moving truck and family/friends who will be helping you with the move.
- Make appropriate arrangements for children and pets for moving day.
- Pack a “moving bag” for each family member which includes important personal belongings such as clothes, an alarm clock, prescriptions, bedding and toiletries needed just before moving day.
- Remember to have some cash on hand for your moving day.
- Completely empty and clean your refrigerator and freezer at least 24 hour before your moving day.
- Clean stove.
- Remember to say goodbye to your friends and neighbors.

Helpful Tips

Gather small parts and hardware for things such as curtain rods, picture frame hooks or mounted flat-screen TVs, etc. into reusable plastic containers.

Pack a box with items you will need in the first few days. Make sure first aid items and essential tools needed to set-up furniture, etc. are packed in this box, and label it “load last”.

Print out copies of the directions to your new apartment and give it to the movers and family/friends who are helping you move.

The night before your move, fully charge your cell phone. You will need it for moving day.

On Your Moving Day...

- Strip and dismantle all beds. Pack all last minute items.
- After all items have been placed on the moving truck, check each room, collect any trash or recycling and dispose of properly. Do not leave any garbage behind!
- Complete a final clean-up of the premises that you are leaving. If it's an apartment, inspect the apartment with the landlord.
- Confirm your new address with the moving driver. Provide a print out of directions, confirm delivery time at your new apartment and provide your telephone number so that you can be reached if there are any problems or delays in the delivery.
- Keep all paperwork and important phone numbers accessible. This includes the phone number of your new landlord, and the moving company if you are using one.
- Check each room including closets, high shelves, drawers, refrigerator and freezer to make sure they are empty and clean.
- Lock exterior doors, and return keys to the proper authority.

Moving Day Tips:

- Have bottled water and quick snacks readily available for you, as well as your family and friends helping you with the move.
- Once you get to your new apartment home, set up your bed first so that it is ready for you to crawl into it when needed.
- Unpacking and getting organized does not happen overnight. Make sure you take a moment to celebrate the fact that the hard part of the move is done.

**Congratulations on a successful move
to your new apartment home!**



Notes

Working together to create **GREENER** apartment communities!

All CRB-approved™ apartment buildings are Living GREEN Together™ certified. Property managers and their staff work together with residents to maintain safe, healthy, and green apartment communities. Your cooperation and commitment to energy and water conservation, along with practical waste diversion measures, are critical in helping us to create greener apartment communities for all residents.



Easy Water Saving Tips: Every Drop Counts

- Turn off the tap while brushing your teeth or shaving.
- Consider a shower rather than a bath.
- Report any leaks to your Property Manager immediately.



Easy Water Saving Tips: Reduce, Reuse, Recycle

- Take the time to properly recycle paper, plastic, aluminum and glass.
- If your building has an organic waste program, make sure you participate.
- Used batteries and electronics are not garbage. Dispose of them properly.



Easy Water Saving Tips: Save a Watt

- Remember to turn off lights when you leave the room or are going out.
- Unplug electronic devices when they are not in use.
- Use energy efficient bulbs and fixtures.

Together we can make a difference!

For more information visit crbprogram.org



Change of address and moving checklist

Utilities

- Cable/Satellite
- Telephone
- Cell Phone
- City/Town
- Trash Collection
- Electric
- Gas

Business

- Employment
- Networking
- Credit Cards
- Bank

Clubs/Groups/Worship

- Fitness
- Social Groups
- Church

Insurance

- Auto
- Life
- Health
- Dental
- Renters

Professional

- Doctors
- Lawyer
- Business Associates
- Accountant
- Veterinarian



Government Offices

- Canada Post
- Canada Revenue Agency

Service Ontario

- Health Card
- Vehicle Registration
- Drivers License
- Ontario Photo Card

Service Canada

- Canada Pension Plan
- Old Age Security

- School
- Other _____

Why live anywhere else than in a *CRB-approved*TM building?

Consider a higher standard when selecting your new apartment home. CRB-approvedTM buildings provide you the ***Best-of-the-Best*** in apartment living.

For additional information please visit: crbprogram.org

YOUR FEEDBACK **MATTERS**

Thank you for choosing a *CRB-approved*TM building as your new apartment home.

Share your feedback with us at:

crbprogram.org

Your property management team:

