

# MOVING Check-list

2021 Version

## YOU'VE BEEN POSTED?

A move calls for your attention to many details and a good preparation. Here is a step by step checklist to assist you. If you or your loved ones have any questions or if you would like to be referred to other resources, the Valcartier Military Family Resource Centre offers a multitude of services and tools to guide you in your move.



## CONTACT US TO BE WELL PREPARED!

**Équipe du soutien aux absences et aux mutations**

[absencemutation@crfmv.com](mailto:absencemutation@crfmv.com)

Pour prendre rendez-vous en ligne :

<http://bit.ly/RDV-mut>



**Valcartier**  
Military Family  
Resource Centre

Building 93 | 418 844-6060

## ON RECEIPT OF YOUR POSTING MESSAGE

**The key to a successful posting involves setting aside as much time for the various administrative tasks.**

Register as promptly as possible with BGRS. They are the focal point for logistical, administrative and financial issues relating to military moves: <https://bgrsguide.bgrs.ca>

Check the information in your posting message (location, date, number of dependents). Don't forget to make any necessary changes.

Read the CAF relocation policy and watch the vignettes available on BGRS website.

Contact the Valcartier Military Family Resource Centre (VMFRC) to learn about all the services and tools offered to guide you in your move: <https://www.CAFconnection.ca/Valcartier>

Create a "Move" file for all documents, forms, bills, contracts and contacts needed during your efforts.

Start preparing your children for the transition. Don't hesitate to call on VMFRC to learn about resources and services.

Make sure to apply for funds in advance.

## 6 TO 12 WEEKS BEFORE THE MOVE

If you are a tenant, notify your landlord by registered mail before the deadline or notify the Canadian Forces Housing Agency before the 30-day minimum notice period.

If you are an owner, make sure you have read the CAF relocation policy and watched the vignettes before taking any steps available on the BGRS platform as well as a list of service providers.

Make a list of persons/organizations that will need to be advised of your change of address and complete the change of address form:

Provincial website: <http://bit.ly/adresseQC>

Federal website: <http://bit.ly/adresseCAN>

To help you with your moving process: <http://bit.ly/Dém>

Take the time to check the particularities of your new place of residence via the Internet and the nearest Military Family Resource Centre (MFRC) (water rates, income tax rates, cost of living, cost of driver's licence, neighbourhood, school, etc.).

Take the opportunity to update your budget with the data gathered on your new location:

Financial Consumer Agency of Canada: <http://bit.ly/ConsomCan>

Canadian income tax rates for individuals - current and previous years: <http://bit.ly/impotCAN>

SISIP Financial: <https://www.sisip.com/en/>

Contact your insurance agent to transfer or cancel your policy.

Make sure to register your children to their new school. Consult the following link to learn more about the transitions between school systems across Canada and overseas school: <http://bit.ly/CAFenfants>

Enquire about available daycare services and associated costs. Register as early as possible. If you are leaving Quebec, check whether you owe any taxes. Childcare services (Quebec): <http://bit.ly/GardeQc>  
Directory of programs and services (Quebec): <http://bit.ly/RPSQC>

Start using up items that can't be moved, such as cleaning products and frozen or perishable foods.

Take the opportunity to get rid of things you no longer need. Sort what you want to keep, sell, give away or throw out. You can organize a garage sale.

Contact your future MFRC to learn more about services, activities and community: <https://www.CAFconnection.ca>

Learn about the health care system in your new place of residence and check for resources suited to your situation (pregnancy, children with special needs, illness, waiting for surgery or consultation with a specialist).

Take second language classes via your MFRC.

Confirm with your life partner the need to update his/her résumé, have it translated, establish whether his/her qualifications will be recognized, etc. This service is available at the VMFRC: <http://bit.ly/emploiCAF>

Advise your life partner to contact the employment insurance program to find out if he or she is eligible for unemployment benefits: <http://bit.ly/AssEmpCAN>

Request copies of academic, medical, dental, veterinary, legal and accounting records, as well as birth, baptism and marriage certificates, etc. of all your family members.

Make sure to fill form DND-4443 available on BGRS website and mail it with your posting message at the movement section at [GRNValcartierF-E@forces.gc.ca](mailto:GRNValcartierF-E@forces.gc.ca) (varies depending on your situation, refer to the CAF relocation policy).

Enquire about day camps and registration periods (if you are moving in the summer, camps could already be full).

## APPROXIMATELY 4 WEEKS BEFORE THE MOVE

Contact all utilities (current and future) to arrange disconnection and connection dates (gas, water, electricity, cable, Internet, telephone, cell phone service, etc.).

Transfer your bank accounts and safety deposit boxes as necessary.

Make the necessary arrangements to move your pets. Refer to the CAF relocation policy.

Cancel housecleaning, lawn mowing, snow clearing and other services for your residence.

Make arrangements to clean your PMQ; an inspection will take place before you leave.

Plan a time to get together with loved ones and friends before you leave.

Attend to logistics for your move, as necessary (hotel reservations, plane or train tickets, pets, etc.). Refer to the CAF relocation policy.

## APPROXIMATELY 2-3 WEEKS BEFORE THE MOVE

Take advantage of the final weeks to shop for things you will want to take to your new place of residence. Some non-perishable items may be very expensive or unavailable there (maple syrup, toilet paper, diapers, etc.).

Have your vehicle inspected before the trip and complete any necessary maintenance.

Obtain prescriptions / medications / specialist referrals needed for the upcoming months.

Plan daycare services or other arrangements for children during packing and unpacking, as necessary.

## 1 WEEK BEFORE THE MOVE

Set aside items you will be taking with you that will not go in the moving van (clothing, jewellery, important papers, valuable items, medications, irreplaceable items, first-aid kit).

Prepare your travel bag and items that will be needed in transit or at the destination so that they will not be stowed in the moving van.

Provide your new address and telephone number to your loved ones and friends.

Remove batteries from toys and devices.

Get rid of all flammable substances and other items that you cannot move.

Defrost the refrigerator and freezer; clean them and the kitchen stove.

Give away your plants and all perishable foods.

Draw up a list of errands to run on the first day in your new home.

**Plan to spend the whole day with the movers.**

Be sure to set aside or place the items you want to keep with you in your vehicle.

Greet the movers, give them your instructions and point out fragile items. Find a system for identifying your boxes—this will make the movers' job easier when they reach your new home.

Use the tool you will be provided with to take an inventory of all the boxes and furniture loaded into the van.

Provide the movers with labelled bags to hold the screws they remove from disassembled furniture.

Allocate a box for tools, paper towels, hand soap, toilet paper, adhesive tape and parts from disassembled furniture.

Turn off or turn down the heating/air conditioning.

Put out the garbage.

Make a last round of the house to ensure that nothing has been left behind (don't forget to check in cabinets, drawers, closets).

Be sure you have tickets, the necessary papers and money for the trip.

Lock the doors and windows and turn over the keys to the realtor or owner.

**ON ARRIVAL AT YOUR DESTINATION**

Stay with the movers and make a list of what they unload from the van.

Instruct the movers where to place boxes and pieces of furniture.

Check for missing or damaged items.

Read all meters (hydro, water, etc.).

Change the locks.

- For any administrative questions, read the CAF relocation policy and watch the vignettes.
- This list is not all-encompassing. Feel free to adjust it to your circumstances.
- The estimated timings are also subject to change depending on your situation.
- Link to CAF relocation policy: [https://www.irp-pri.com/policies\\_directives/cf\\_members/index.asp](https://www.irp-pri.com/policies_directives/cf_members/index.asp)



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