

**6-8**

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### PRE-MOVE

- Get a quote online at [moveoutbin.com](http://moveoutbin.com)
- Schedule a delivery date for your portable storage containers.
- Use up all food items that will not accompany you on your move.

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### PRE-MOVE

- Your storage containers and optional packing supplies are delivered.
- Pack items not currently in use and remove any clutter, at your own pace.
- Do not pack any freezable liquid items in the container if they will be stored over the winter.
- Clearly label all packed cardboard boxes or totes.
- Be sure to include which room the boxes or totes belong to.
- If necessary, be certain to alert your new Windsor or Essex's building manager of the date you will need to use their parking facilities and elevators for your move.
- Finalize details on homeowner's insurance to transfer coverage to your new home.
- Visit Canada Post to complete a change of address form.
- Notify all pertinent people and companies about your move such as friends, banks, investment firms, credit card companies, and any subscription services.
- Alert the appropriate companies as to your chosen cut-off date for services.
  - Telephone/internet/cable provider
  - Gas/water/electricity company
  - Landscaping and Pest management services
  - Private trash removal contractors.

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### PRE-MOVE

- Disassemble large items not currently in use such as pieces of bedroom furniture.
- Prioritize your packing with bulky items first.
- Dispose of all recyclable and hazardous waste items appropriately.
- Prepare a final document of important information for the new owner of your Windsor-Essex home.

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### PRE-MOVE

- Call The Move Out Bin to confirm the date and time for pickup of your storage container and where it will be delivered.
- Call all key players involved in move to confirm reservations.
- Store all necessary items in an easy to access box and label them well.
- Drain water hoses and gas from lawnmowers.
- Schedule the activation date for utilities at your new home or office.
- Pack a box of essential items to get through a few days in your new home.

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### PRE-MOVE

- Remove all contents from your fridge and freezer.
- Thoroughly clean and defrost it.
- Disconnect all appliances and prepare them for shipping.
- Pack the items you will need immediate access to at the front of your portable storage container.

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### MOVING DAY

- Your container should now be packed.
- Unplug all electronic items and allow to cool prior to moving.
- Remove all internal components from appliances such as oven racks and crisper.

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### BEFORE LEAVING YOUR OLD PROPERTY

- Be sure to shut off access to water, heat, and air conditioning.
- Turn out all lights.
- Shut and lock all windows.
- Perform a final check of all rooms, closets, and storage areas to be certain you didn't miss anything.
- Write a note which contains your contact information for the new owner.
- Leave behind your house keys or give them to your lawyer.

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### POST-MOVE

- Unpack at your leisure.
- Contact The Move Out Bin to pick up your empty tote boxes and container.
- Relax and enjoy your new Windsor-Essex home!