Moving and Handover Checklist

Spread the work out so you're not doing it all on moving day.

Moving day	Sale completion date	Possession date and time

1 / About a month before

- [ ] Book movers or a truck and check ferry timing if needed.
- [ ] Donate or sort items you won't take, and gather boxes and packing supplies.

2 / Two to four weeks before

- [ ] Pack non-essentials first, label boxes by room and record valuable items.
- [ ] Arrange mail forwarding and update banks, insurers and other important contacts.

3 / One week before

- [ ] Confirm the mover's schedule and access, and plan cleaning and pet care.
- [ ] Arrange electricity, gas and internet dates. Ask about City utility billing if applicable.
- [ ] Ask your insurer when coverage for each home should start and end.

4 / A few days before

- [ ] Give movers both addresses, access instructions and a day-of phone number.
- [ ] Pack a separate bag for medication, documents, chargers and overnight essentials.
- [ ] Gather labelled keys, fobs, garage remotes, manuals and mailbox instructions.

5 / Moving day and handover

- [ ] Check rooms, cupboards, garage and yard. Leave the home as agreed.
- [ ] Record meter readings if applicable, check belongings and note any moving damage.
- [ ] Release keys only at the agreed possession time and as directed by your agent.

Key handoff contact / notes

Utility or insurance follow-up / date confirmed

Use your signed agreement and confirm any changes with your agent or conveyancer.

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BC Hydro: Move or cancel service

City of Nanaimo: Property sales