



NEW HOME OWNER TO-DO LIST
PURCHASER TO OBTAIN THE FOLLOWING PRIOR TO CLOSING DATE:

<u>Utility</u>	<u>Company</u>	<u>Information</u>	<u>Contact Information</u>
Hydro & Water	Essex Power Corporation	Servicing Leamington, Amherstburg, LaSalle & Tecumseh Plus applicable transfer fees.	Essex Power Corp 360 Fairview Ave. West Essex, ON N8M 3G4 Tel: 519.776.8900 www.essexpower.ca
	ELK - Electricity	Servicing Essex, Lakeshore & Kingsville * Plus applicable transfer fees.	172 Forest Avenue., Essex, ON N8M 3E4 Tel: 519.776.5291 www.elkenergy.com
	ENWIN	Servicing Windsor Plus applicable transfer fees. When the home is new (just built) this fee is non-applicable. There is also a refundable security deposit. The deposit may be waived if permission given to do a credit check or a letter of reference from a former utility company received.	787 Ouellette Avenue P.O. Box 1625 Station A Windsor, ON N9A 5T7 Tel: 519.255.2727 www.enwin.com
	Chatham-Kent Energy	Servicing Wheatley, Tilbury Plus applicable transfer fees.	320 Queen St. P.O. Box 70 Chatham, ON N7M 5K2 Tel: 519.352.6300 www.ckenergy.com
	Hydro-One	Servicing Gosfield South	185 Clegg Rd. Markham, ON L6G 1B7 Tel: 888.664.9376 www.hydroonenetworks.com
	* Township of Kingsville - Water	Servicing Kingsville Pre-authorized payments, bank payments	2021 Division St. N. Kingsville, ON Tel: 519.733.2305 www.town.kingsville.on.ca
Gas	Union Gas	New Customers: May require a security deposit or can be waived if pre-authorized payment plan is agreed on. All Customers: Please be aware that a connection/ transfer charge + GST will be applied to your first bill on your account. New Home Purchasers: Additional connection fee applies.	50 Keil Drive North Chatham, ON N7M 5M1 Toll Free: 1.888.774.3111 www.uniongas.com
	Reliance Home Comfort	Offers homeowners repair and maintenance service on all their home heating, cooling, air quality, fireplace and water heater products & hot water tank rentals.	Toll Free: 1.866.735.4262 www.reliancehomecomfort.com
Telephone	Bell Canada	Any time you move your phone service there is a minimum transfer/connection charge per line for residential customers. If any additional jack work is required, there may be an additional charge. Additional fee for demarcation box connection on newly constructed homes.	Tel: 310.2355 ON + PQ only Toll Free: 1.800.668.6878 www.bell.ca
Cable	Cogeco Cable		Tel: 519.972.6666 Toll Free: 1.866.427.7451 www.cogeco.ca
Internet	Bell Sympatico	High Speed & Dial Up	Tel: 310.7873 ON + PQ only Toll Free: 1.800.773.2121 www.bell.sympatico.ca
	Kelcom	High Speed & Dial Up	Tel: 519.250.5020 www.kelcom.com

Satellite	Bell ExpressVu	Toll Free: 1.888.759.3474 www.expressvu.com
	Star Choice	Toll Free: 1 866.782.7932 www.starchoice.ca

Municipal Information:

City of Windsor		350 City Hall Sq. W. Windsor, ON N9A 6S1 Tel: 519.255.2489 www.citywindsor.ca
County of Essex		360 Fairview Av. W Essex, ON N8M 1Y6 Tel: 519.776.6441 www.countyofessex.on.ca
Municipality of Leamington	Formerly Leamington & Mersea	38 Erie St. N. Leamington, ON N8H 2Z3 Tel: 519.326.5761 www.leamington.ca
Municipality of Chatham-Kent	Wheatley	315 King St. W. Chatham, ON N7M 5K8 Tel: 519.360.1998 www.city.chatham-kent.on.ca
Town of Amherstburg	Formerly Amherstburg, Anderdon, Malden	271 Sandwich St. S. Amherstburg, ON N9V 2Z3 Tel: 519.736.0012 www.town.amherstburg.on.ca
Town of Essex	Formerly Essex, Harrow, Colchester North, Colchester South	33 Talbot St. S. Essex, ON N8M 1A8 Tel: 519.776.7336 www.townofessex.on.ca
Town of Kingsville	Formerly Kingsville, Gosfield North, Gosfield South	2021 Division St. N. Kingsville, ON Tel: 519.733.2305 www.town.kingsville.on.ca
Town of Lakeshore	Formerly Maidstone, Belle River, Rochester, Tilbury North, Tilbury West	419 Notre Dame Rd. Belle River, ON N0R 1A0 Tel: 519.728.2700 www.townoflakeshore.on.ca
Town of LaSalle		5950 Malden Rd. LaSalle, ON N9H 1S4 Tel: 519.969.7770 www.town.lasalle.on.ca
Town of Tecumseh	Formerly Sandwich South, Tecumseh, St. Clair Beach	917 Lesperance Rd. Tecumseh, ON N8N 1W9 Tel: 519.735.2184 www.tecumseh.ca
Township of Pelee Island		1045 West Shore Rd Pelee Island, ON N0R 1M0 Tel: 519.724.2931 www.pelee.org
Canada Post	Leamington Postal Outlet	25 John Street 519.326.2678
	Kingsville Postal Outlet	28 Division Street North 519.733.2343
	New Construction Owners	Access of key and location of lock box for Super Mail box's 1.800.267.1177

CHANGE OF ADDRESS CHECKLIST

Utilities & Services

Electric _____
Gas _____
Water _____
Telephone _____
Cable _____
Other Fuel _____
Satellite _____
Internet _____
Cellular Phones _____
Lawn/Garden Care _____
Security Monitoring _____

Insurance Agents

Life _____
Accident _____
Health _____
Property _____
Auto _____

Organizations

Friends _____
Relatives _____
Church _____
Associates _____
Health Club _____
Employer _____
Employee Union _____
Day Care Centre _____
Charities/Non-Profit Organizations _____
Service Clubs (e.g. Girl Guides) _____
Social Clubs _____

Professional Services

Doctor _____
Dentist _____
Optician _____
Other Medical Offices _____
Pharmacy _____

Publications

Newspaper _____
CD/Book Club _____
Magazines _____
Catalogues _____
Mail-Order Services _____
Other Subscriptions _____

Government Offices

Schools _____
Hospital _____
Passport _____
Post Office _____
Vehicle Registration _____
Driver's License _____
Social Insurance Card _____
Health Card _____
Income Tax _____
Canada Pension _____
Family Allowance _____
Old Age Security _____
Fishing/Hunting License _____

Other

Frequent Flier Points Cards _____
Membership Cards _____
Library _____
Delivery Companies _____
Pet Sitter's _____

Business Accounts

Banks _____
Finance Companies _____
Credit Cards _____
Department Store Cards _____

Pre-Closing Date

Lawyer Appointment _____
Mover's Scheduled _____

Lawyer	_____	<u>Moving Day</u>	
Broker	_____	Drop off keys	_____
Accountant	_____	All meters read	_____
Veterinarian	_____	Pick up new keys	_____

* Note "New Construction"

New construction owners must supply and install own mirrors, bathroom tissue holders, and towel bars for bathrooms after moving date. Once you've moved in, feel free to call the Town of Leamington (322.2348) for a free tree to be planted on your property, courtesy of the Town of Leamington.

MOVING CHECKLIST

1 Month + Before the Move

- Review your relocation package if you have one, and determine what expenses will be paid by your company
- Start a log of moving expense receipts (some may be tax deductible)
- Get written estimates from at least 2 moving companies, including their written commitment of pickup dates. Get references. Check the limits of insurance they offer, and if it covers replacement costs. Get additional insurance if necessary.
- Arrange for storage facility, if you plan to store any contents. Again, check insurance.
- Arrange transport service for pets or automobiles if needed.
- Contact your bank and arrange transfer of your accounts; order checks with new address; clean out deposit box.
- Submit change-of-address forms to the post office; mail postcards to friends & creditors.
- Give day care center proper notice of withdrawal.
- Contact schools and arrange for transfer of student records.
- Contact your doctors for medical records and possible referrals to new physicians.
- Change your insurance policies on property, auto and medical.
- Organize all important documents in a fire-safe box. Some things you want to include are school records, purchase/sale papers, will, marriage/divorce papers, pet documents, financial records, stock certificates, security cards, birth certificates and passports,
- Arrange for hotels, rental cards or temporary housing as needed.

2 Weeks Before the Move

- Take a ruthless walk-through to determine what you really want to take.
- Tag the rest of it and hold a garage sale; or call a charity for pick-up.
- Clean out club, gym and school lockers; pick up all dry-cleaning.
- Arrange for the disconnection or changeover of utilities.
- Have measurements taken of the rooms in your new residence and use floor plans to determine where everything will go.
- Begin packing less-used items. Number and label each box, and keep an inventory.
- Retrieve and return all borrowed items from neighbours and friends, return library books.
- Clean out the cupboards & plan remaining meals so you can pack what you don't need and don't buy any more perishables than you have to.

1 Week Before the Move

- Make an inventory list of all items going with you personally. Keep valuable and irreplaceable items and heirlooms with you, not movers.
- Confirm arrangements and dates with moving and storage companies
- Confirm arrangements with auto and pet transportation companies.
- Confirm hotel, rental car or temporary housing accommodations.
- Clean out and defrost the deep freezer.
- Disassemble furniture or other items.
- Be sure to check yard and sheds for all items to pack.
- Inform all friends and relatives of your forwarding address. If your phone service won't be instantaneous, arrange for a temporary voice mailbox.
- Take pictures of furniture or get fabric samples for anything you will want to reference for colour or decorating before your goods are delivered to your new home.
- Set aside a box of cleaning supplies and the vacuum cleaner.

- Beginning making a "Survival Box" for the move. This should include paper, pens, stamps, envelopes, cellophane & heavy duty tape, scissors, tape measure, paper cups, Ziploc bags, paper plates & towels, plastic utensils, facial & toilet tissue, instant coffee./tea, cream & sugar, soap, moist towelettes, aspirin, Band-Aids, can opener, bottled water, travel alarm, flashlight, small tools kit, trash bags, snacks or drinks, children's games, address book, spare car keys, phone books for the city you are leaving and your destination.

1-2 Days Before the Move

- Clean and defrost refrigerator and freezer.
- Purchase traveler's checks for trip expenses.
- Reconcile and close bank accounts, unless you will be using another branch of the same bank.
- Conclude financial matters relating to the sale or lease of your home.
- Movers or your family should complete packing of all household goods for the move. Make sure boxes are clearly marked.

Moving Day

- Confirm delivery address, directions and delivery date with the movers.
- Carefully supervise the move. Make sure boxes are clearly marked and your instructions are understood.
- Clean the home and check entire grounds before leaving.
- Check thermostat and make sure temperature is set appropriately. Make sure all windows and doors are closed and locked, and all appliances are turned off. Leave forwarding address, garage door openers and any keys, if agreed to, for the new owners or renters.
- If your home is going to be vacant when you leave, make sure a relative, neighbour, or real estate agent has the keys and how to contact you. Also, notify your insurance agent and police department that the home will be empty.

Arrival Day

- Check to make sure all utilities are on and working properly.
- Let family members or friends know you have arrived safely. Check in with your employer and real estate agent to confirm itineraries.
- Supervise moving crew on location of furniture and boxes. Begin unpacking necessary basics first – basic kitchen utensils, bath toiletries, etc.
- Give the kids a job to do – let them start on their rooms. Usually, the kitchen and the kids rooms are the best to set up first, as it helps them feel at home.
- Go over the Bill of Lading from the moving company very careful before signing, check for damaged items first, as this is usually binding once signed.