

# CHECKLIST MOVING




**Military Family  
Resource  
Centre**  
Montreal Region

FOR THE  
ARMED FORCES OF CANADA  
**La force  
conjointe** **Strength Behind  
the Uniform**



**Canada**





A transfer requires several steps as well as a good preparation. To help you, here is a checklist of all the steps, one at a time. Do you have questions and want to be guided to the right resources? The Montreal Military Family Resource Centre (MFRC) is there for you and offers a multitude of tools and services to help you through the transfer process.

**Contact us**  
**Agent for community integration**

**Saint-Hubert:** (450) 462-8777, extension 6835

**Saint-Jean:** (450) 358-7099, extension 5059

**Email:** [info.crfm@forces.gc.ca](mailto:info.crfm@forces.gc.ca)

**Website:** [www.cafconnection.ca/Montreal/Home.aspx](http://www.cafconnection.ca/Montreal/Home.aspx)

**Portal:** [www.crfmmfrcmtl.ca](http://www.crfmmfrcmtl.ca)

## UPON RECEIPT OF THE TRANSFER MESSAGE

- Register quickly with Brookfield, via their website or with the mobile application. When it comes to a military transfer, Brookfield is the central point for logistical, financial and administrative organisation. To do so, visit <https://bgrsguide.bgrs.ca> to complete your pre-registration for the rest of the relocation procedures. Please note that there may be a delay of 5 working days for BGRS to have access authorization to your file from the CAF.
- With the secure website for members, you will be able to schedule a 30-minute work session (with a BGRS agent to discuss the specifics of this relocation) and review the personalized tasks created for your move. You will also be able to visit the Frequently Asked Questions and the budget that will be allocated to you for your move.
- Refer to the relocation directive which can be found at <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/relocalisationdirectives/2018.html>. Once you have completed your registration on the SRO site and your Preliminary Relocation Assessment has been completed, a direct link to the Relocation Directive will be sent to you.
- Create a personal file called Moving that will contain all the important and/or necessary documents for your transfer (e.g. forms, invoices, service contracts). Also take advantage of the time to have your family's passports renewed, if necessary, and to gather your family's medical, dental and other documents.
- Notify staff at your children's daycare or school of the impending move (or at the end of the current school year).
- Contact your MFRC to get the tools you need to support you and your family through this transition. Start preparing your children early about the upcoming transition and don't hesitate to consult MFRC staff if you need support.

*The key to the success of your transfer lies in preparation and in allowing maximum time for your administration.*

*Don't neglect the time needed for administrative requests such as health insurance cards, school registration, etc.*



## FROM 6 TO 12 WEEKS BEFORE THE MOVE

- It will be important to notify your landlord. Use registered mail within the time limit prescribed by the law. If, however, you reside in Canadian Forces housing units, allow a minimum of 30 days to notify the Canadian Forces Housing Agency.
- You are the owner? Take a few moments to read the guideline on this subject before taking steps to sell your home. A list of service providers is available at all times on the BGRS platform <https://bgrsguide.bgrs.ca>.
- Start looking at the opportunities to select a real estate agent to sell your property.
- Take a few moments to see the particularities of your new home and your new neighbourhood. Do some research on the Internet and don't hesitate to contact your nearest MFRC. Ask for a welcome brochure to learn about all the services and programs available, or visit the [www.cafconnection.ca/Montreal/Home.aspx](http://www.cafconnection.ca/Montreal/Home.aspx)
- Take advantage of your research to gather as much information as possible on the cost of living, the cost of a driver's license, school taxes, health care system, municipal taxes, schools, the neighbourhood, etc. This could make your integration and your decisions easier regarding your family's settlement.
- Equipped with the information gathered about your new environment, take the opportunity to update your budget. Here are a few links that may be useful:
  - [www.sisip.com/en/](http://www.sisip.com/en/)
  - <http://www.fcac-acfc.gc.ca/Fra/ressources/programmesEducatifs/ft-of/Pages/impots-qc-2-6.aspx>
  - <https://www.canada.ca/en/revenue-agency/services/tax/individuals/frequently-asked-questions-individuals/canadian-income-tax-rates-individuals-current-previous-years.html>
- Make a list of the entities or companies that need to be informed of your change of address. Don't forget to fill out the change of address form.
  - <http://www.movingwaldo.com>
  - <https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/change-your-address.html>
  - <https://www.quebec.ca/en/homes-and-housing/moving-new-address/>
- Contact your insurance company to transfer or cancel your house or car insurance policy.
- Start disposing of items that you will not be able to take with you, such as: household products, certain liquids (e.g. cooking oil, shower items, alcohol), plants, toxic and dangerous products (aerosol containers, batteries, ammunition), as well as perishable and frozen foods. Sort out what you don't want to keep. Why not have a garage sale or donate what you no longer want to a charity?
- It would be good to learn about the health care system in your new community. Find out if your medical needs will be adequately met (e.g., pregnancy, children with special needs, illness, waiting for surgery or consultation with a specialist).



- Need a little refresher on your resume or need to learn a second language? Visit the MFRC website for information on our second language courses and employability services.
- Ask for copies of school, medical, dental, veterinary, legal and accounting records. Similarly, consider ordering copies of birth, baptismal (if applicable) and marriage certificates for all family members. Birth certificates are often needed for school registration.
- Contact the Employment Insurance office to find out if your spouse is eligible for Employment Insurance benefits for relocation. To make it easier, have the transfer message on hand.  
Go to <https://www.canada.ca/en/services/benefits.html> to find all the necessary information.
- As you research your new area, find out about available schools and the education system. Enrol your children as soon as possible in a school of your choice to ensure access. The following link will help you manage your children's education:  
<https://www.cafconnection.ca/National/Programs-Services/Children-s-Education-Management.aspx>
- Need childcare? Don't hesitate to get all the information you need about available daycare services and their costs. Register quickly if you need to make tax refunds if you leave the province. For more information, visit the following site: <https://www.revenuquebec.ca/en/citizens/tax-credits/tax-credit-for-childcare-expenses/>  
  
If you need to modify something:  
<https://www.revenuquebec.ca/en/online-services/online-services/change-advance-payment-information-tax-credit-for-childcare-expenses/>
- Don't forget to contact service providers to plan for necessary disconnections and connections such as telephone service, heating, electricity, water, satellite, Internet, etc.
- Transfer or completely cancel memberships in clubs and other associations to which you or other members of your family are registered.
- Fill out the form and be sure to validate, with the Movement section of the new base, the dates of your move.
- You will need a moment to breathe when you arrive in your new area, to unpack the boxes and settle in? Find out now about the different day camps as well as registration periods and costs. If your move is planned for the summer, it is quite possible that all the camps will be full. It is therefore important to check everything as soon as you receive your transfer message or when you begin your research in your new region.



## APPROXIMATELY 4 WEEKS BEFORE THE MOVE

- Start thinking about transferring your bank accounts and safety deposit boxes, if necessary.
- In order to allow your pets to follow you in this move, refer to the policy on this subject, so that the necessary arrangements can be made.
- Remember to cancel all maintenance services in your present home: lawn mowing, housekeeping, snow removal or other services.
- If you reside in a PMQ, consider making arrangements to clean the PMQ. An inspection ("March out") will be done prior to your departure.
- Leaving friends and family? Make sure to plan an opportunity to meet all your loved ones before you leave.
- Organize all the logistics of your trip by reserving, if necessary, plane or train tickets, rental car, transportation of animals, hotel reservations. To do so, please refer to the BGRS policy.

## APPROXIMATELY 2 TO 3 WEEKS BEFORE THE MOVE

- Make an appointment at a garage (or at the dealer) to get your vehicle in order and do the necessary maintenance for the upcoming trip.
- Carry all prescriptions or renewals of medication, or even referrals to the necessary specialists for the next few months.
- Arrange for childcare during and after packing, if necessary. Check with your local MFRC for availability.
- Take advantage of the last few weeks to stock up on products according to the particularities of the new place you are moving to. Some non-perishable items may be expensive or unavailable.
- If the trip to your new home takes a few days, why not plan a few outings or special visits according to your itinerary? For example: the Royal Tyrrell Museum of Paleontology or the Ontario Museum of Children and Science? A great opportunity to discover the country's attractions!



## A WEEK BEFORE THE MOVE

- Share your new contact information with family and friends.
- Prepare your suitcases as well as the items you will need during your trip (ex.: first aid kit, tissues, toiletries, last-minute cleaning products or even some toys for the children). Jewellery, important documents, valuables, irreplaceable items will go with you in the car.
- Remove batteries from appliances and toys. Also get rid of flammable substances and any objects that you cannot move.
- Offer your plants as well as your perishable goods to the people around you.
- Start preparing your appliances for the move. Defrost your freezer and refrigerator. Take a few moments to clean them and don't forget to do the same with your stove and microwave. Don't forget to drain your coffee machine and washing machine.
- Start making a list of the first errands you'll need to do when you arrive in your new home.

## MOVING DAY

- In order not to clutter up the space unnecessarily, take out recycling and garbage.
- Put in your car, or away from it, all the items you want to keep with you.
- Plan to spend the entire day with the movers to pack your belongings.
- When the movers arrive at your home, greet them, give them clear instructions about your things and point out fragile items. Think about a system for identifying your boxes. This will make it easier for the movers when they arrive at the new home.
- Prepare pre-identified bags to store the screws for the furniture to be dismantled by the movers.
- Don't hesitate to use the tool that the movers will provide you to make an inventory of all the boxes and furniture that will be stored in the truck.
- Include a box that will contain tools, toilet paper, hand paper, tape, garbage bags, as well as the parts and screws of the dismantled furniture (pre-identified bags).
- Turn off or down heat and air conditioning.
- To make sure there is absolutely nothing left of your belongings in the house, take a last look around, including the basement and the garage (if applicable). Check cupboards, drawers and closets as well.
- Make sure you have all the necessary documents for the trip (e.g., reservation confirmation, cash, train or plane tickets) on hand.
- Lock all windows and doors and give the keys to your real estate agent or landlord.



## DURING THE TRIP

- If your trip lasts a few days, take some time to stop and recharge according to your itinerary. Whether it's a stop at a rest stop or a hotel for the night, don't hesitate to take time to rest.
- If you have made a few reservations for special outings (e.g. museums, historic sites, etc.), make the most of it. This trip, as well as its stops, will allow you, on the one hand, to get away from the daily grind, but also to see some of the country!

## ARRIVAL AT YOUR DESTINATION

- Just like when loading the truck, use the tool the movers will give you to take an inventory of the boxes that will be unloaded from the truck once you arrive at your destination. Stay with the movers to do this.
- Note all meters (ex: hydro, water, etc.).
- Give instructions to the movers regarding where to place the boxes and furniture.
- Go through the items and check for broken, missing or damaged items.
- Change locks.

## MEANWHILE...

- For any additional administrative questions concerning your move, your best tool remains, in the first instance, the BGRS site. Consult the policies and view the vignettes.
- The list highlights the main steps to take when you move. Adapt it to your reality. Note that the above-mentioned timeframes may be estimates. They may change at any time depending on your situation.
- It is also possible that the name of the MFRC may vary from one region to another.
- Do not hesitate to consult the Montreal MFRC website at any time for additional information.

