

The Complete BC Moving Checklist

A week-by-week plan for moving in Vancouver, Burnaby and across the Lower Mainland — including the strata, tenancy and ICBC deadlines most checklists leave out.

Print this page or fill it in on screen. Work backwards from your moving date and tick each box as you go — the sections are ordered by when the task needs to happen, not by how important it is. If your move is only two or three weeks away, start at Section 3 and work forward.

MY MOVE AT A GLANCE

MOVING DATE

CREW ARRIVAL WINDOW

ADDRESS MOVING FROM

ADDRESS MOVING TO

BUILDING / STRATA CONTACT

PHONE

ELEVATOR BOOKED (FROM – TO)

COI SENT TO

PARKING PERMIT NUMBER

KEYS HANDED OVER AT

1. LOCK IN YOUR DATES

8 WEEKS BEFORE

- ☐ Confirm your possession date or lease end date **in writing** — everything else hangs off this one date.
- ☐ **Renters:** give your landlord written notice (see the note below). Text messages don't count.
- ☐ **Owners:** confirm completion and possession dates with your lawyer or notary, and ask what time you actually get keys.
- ☐ Set a budget covering movers, packing materials, building fees, deposits and any time off work.
- ☐ Start a moving folder for quotes, contracts, receipts, building forms and permits.
- ☐ Book time off for moving day *and* the day after.
- ☐ Walk through room by room and note what you'll keep, sell, donate or dispose of.
- ☐ Measure sofas, beds, fridges and any oversized item against the doorways, hallways, stairwells and elevator at the new place.
- ☐ Line up care for young children and pets on moving day.

BC renters: how much notice you actually owe

Under the *Residential Tenancy Act*, a tenant ending a month-to-month tenancy must give **written** notice that the landlord receives at least one full month before the effective date — and no later than the day before rent is due. If you pay on the 1st and want to leave on May 31, your notice has to be received by April 30. Unless you and your landlord agree otherwise, you also need to be out by **1 p.m.** on the last day of the tenancy, so book your crew for the morning.

2. CHOOSE AND BOOK YOUR MOVER

6 WEEKS BEFORE

- ☐ Get two or three written quotes from movers who are licensed and insured.
- ☐ Insist on an in-home or video walkthrough before anyone quotes you — a price given over the phone without seeing your home is a guess.
- ☐ Check that travel time, stairs, long carries, heavy or specialty items and packing materials are all spelled out in the quote.
- ☐ Confirm whether the rate is hourly or flat, and what the minimum charge is.
- ☐ Read recent reviews, and look at how the company handled problems rather than only the five-star ones.
- ☐ Confirm the deposit amount and the cancellation policy in writing.
- ☐ Book early. May through September and the last few days of any month are peak season across Metro Vancouver, and the good crews fill up first.
- ☐ Ask about packing services, reusable bins and storage if there's a gap between your dates.

NINE QUESTIONS TO ASK BEFORE YOU BOOK

- ☐ Are you licensed and insured — and what does that coverage actually cover if something breaks?
- ☐ Is this estimate binding, and what would change the price on the day?
- ☐ Are travel time, fuel, stairs, long carries and heavy items included, or extra?
- ☐ Will you provide a Certificate of Insurance for my building, and how quickly?
- ☐ How many movers and what truck size are you sending for a home like mine?
- ☐ Do you disassemble and reassemble furniture, and is that included?
- ☐ Are your movers your own trained employees or subcontracted day labour?
- ☐ What's the process if something is damaged, and what's the deadline to report it?
- ☐ What deposit do you take, and what happens if I need to change the date?

3. BUILDINGS, PERMITS AND UTILITIES

4 WEEKS BEFORE

- ☐ Book the service elevator at **both** buildings, and get the confirmed time slot in writing.
- ☐ Request a Certificate of Insurance from your mover and send it to the property manager or concierge.
- ☐ Pay any move-in or move-out fee, and confirm what damage deposit the strata holds and how it's returned.
- ☐ Ask for the building's move rules: permitted hours, which entrance and elevator, loading bay height and where the truck can park.
- ☐ Apply for a street parking or no-stopping permit if there's no loading bay — municipal permits often need several business days.
- ☐ Book utility transfers: BC Hydro, FortisBC, internet and TV, and any municipal water or garbage account.
- ☐ Set up Canada Post mail forwarding so it starts the day you move.
- ☐ Arrange storage if your possession dates don't line up.
- ☐ Order boxes, tape, paper and covers, or reserve reusable bins.

- ☐ Start packing off-season clothing, books, décor and anything you won't touch for a month.
- ☐ Book donation pickups and junk removal now — they get booked out too.

Condo and strata moves in Metro Vancouver

Most strata buildings won't let a truck near the loading bay without a booked elevator and a Certificate of Insurance naming the strata. Book the elevator **two to four weeks ahead** — June through August slots go first. Expect a refundable damage deposit, and possibly a non-refundable move fee. That fee has to be reasonable and tied to real costs: BC's Civil Resolution Tribunal has reduced or cancelled move fees where the strata couldn't justify them. Read the moving bylaws before the day, too — under the *Strata Property Regulation*, fines can run up to \$200 per bylaw contravention.

4. CHANGE YOUR ADDRESS

2 WEEKS BEFORE

Two of these carry legal deadlines in BC. Tick those off first.

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| ☐ ICBC — driver's licence, vehicle registration and Autoplan insurance | ☐ Doctor, dentist, optometrist and vet |
| ☐ Health Insurance BC — MSP and BC Services Card | ☐ Schools and daycare — request records transfer |
| ☐ Canada Revenue Agency (CRA My Account) | ☐ Elections BC and Elections Canada |
| ☐ Service Canada — EI, CPP, OAS | ☐ Subscriptions, deliveries and shopping accounts |
| ☐ Employer and payroll | ☐ Gym, clubs and memberships |
| ☐ Banks, credit cards and investment accounts | ☐ Strata or property manager at the new address |
| ☐ Home, tenant and life insurance | ☐ Friends, family and anyone who still mails you things |
| ☐ Pharmacy — transfer prescriptions | ☐ Saved addresses in rideshare and delivery apps |

The 10-day rule (both of them)

You're required to update **ICBC** with your new address within **10 days** of moving — that single change covers your driver's licence, vehicle registration and Autoplan insurance. The *Medicare Protection Act* sets the same **10-day** window for updating your address with **Health Insurance BC** for MSP. If you hold a BC driver's licence or BC Services Card, you can update both at once through the Province's online address change service. Don't let this one drift — an out-of-date address on your policy can cause problems at claim time.

Also this week

- ☐ Pack everything you won't need in the next fortnight. Label every box with the room it's going to and a few words about what's inside.
- ☐ Photograph the cabling behind your TV, desk and router before you unplug anything.
- ☐ Start eating down the freezer and the pantry.
- ☐ Clean and service any appliance you're taking with you.
- ☐ Book cleaners for the old place, or block out the time to do it yourself.
- ☐ Confirm key or fob handover at the new place, and arrange a locksmith if you want the locks changed.

5. CONFIRM AND FINISH PACKING

1 WEEK BEFORE

- ☐ Reconfirm the date, arrival window, crew size, both addresses and your mobile number with your moving company.
- ☐ Reconfirm the elevator booking and the building contact's phone number for the day.
- ☐ Check your parking permit is posted if your municipality requires it in advance.

- ☐ Finish packing everything except what you'll use in the final week.
- ☐ Pack a **first-night box** and keep it in your own vehicle (see the list below).
- ☐ Set valuables, jewellery, passports, medication and laptops aside to travel with you, not on the truck.
- ☐ Defrost and dry the fridge and freezer at least 24 hours ahead.
- ☐ Drain the hoses on the washer, and empty fuel and propane from mowers, heaters and BBQs.
- ☐ Confirm childcare and pet care for the day.
- ☐ Get cash if you plan to tip the crew.
- ☐ Do a final donation drop or junk pickup so nothing surplus gets loaded.

YOUR FIRST-NIGHT BOX

- | | |
|---|--|
| ☐ Phone and laptop chargers | ☐ Kettle, mugs, coffee or tea |
| ☐ Medication and first-aid kit | ☐ Basic tools and a box cutter |
| ☐ Toiletries, towels, toilet paper | ☐ Tape, bin bags, cleaning cloths |
| ☐ Bedding for every bed | ☐ Pet food, bowls and leash |
| ☐ A change of clothes each | ☐ Comfort items and toys for the kids |
| ☐ Snacks and water | ☐ Keys, fobs and documents |

What movers can't legally load

Plan to transport or dispose of these yourself: propane and BBQ tanks, gasoline and other fuels, paint thinners, solvents and aerosols, fireworks and ammunition, pool and garden chemicals, opened cleaning products, perishable food, and live plants on long-distance moves. If you're unsure about something, ask when you book rather than on the morning.

6. MOVING DAY — AT THE OLD PLACE

MOVING DAY

- ☐ Be up, dressed and ready 30 minutes before the arrival window opens.
- ☐ Keep your phone charged, on loud and with you all day.
- ☐ Walk the crew through the home first. Point out fragile items, anything that isn't going and anything that has to load last.
- ☐ Read the paperwork and inventory before loading starts, and ask about anything you don't understand.
- ☐ Confirm floor runners are down and elevator pads are up before the first box moves.
- ☐ Keep your first-night box, valuables and documents in your own vehicle.
- ☐ Check every closet, cupboard, crawlspace, balcony, storage locker, parking stall, mailbox and the back of the dishwasher.
- ☐ Photograph the empty rooms and take the hydro and gas meter readings.
- ☐ Note any pre-existing damage with photos before you hand back the keys.
- ☐ **Renters:** complete the move-out condition inspection with your landlord and keep a signed copy — it protects your damage deposit.
- ☐ Hand over keys, fobs, garage remotes and mailbox keys as arranged.
- ☐ Be out by the agreed time. For most BC tenancies that's **1 p.m.**

7. MOVING DAY — AT THE NEW PLACE

MOVING DAY

- ☐ Get there before the truck does, and confirm the elevator, loading bay and parking are ready.
- ☐ Photograph the empty unit and record the meter readings before anything comes in.
- ☐ Stick a note on each door with the room name so the crew can place boxes without asking twice.
- ☐ Check that power, water, heat and internet are actually on.
- ☐ Decide where the large furniture goes *before* the boxes come in — moving a sofa twice costs you time on the clock.
- ☐ Tick items off the inventory as they come through the door.
- ☐ Inspect furniture and note any damage **before** the crew leaves and before you sign off.
- ☐ Settle payment, and tip the crew if they've earned it.
- ☐ **Renters:** complete the move-in condition inspection with your landlord and keep a copy.
- ☐ Assemble the beds first. Everything else can wait until tomorrow.
- ☐ **Owners:** change or rekey the locks.

8. SETTLING IN

THE FIRST WEEK AFTER

- ☐ Unpack the kitchen and bathrooms first, then the bedrooms, then everything else.
- ☐ Report any damage to your mover **in writing** straight away — claims have deadlines.
- ☐ Confirm your mail is being forwarded, and chase anything that isn't.
- ☐ Test the smoke and carbon monoxide alarms and replace the batteries.
- ☐ Find the water shut-off valve, the electrical panel and the gas shut-off.
- ☐ Apply for a residential parking permit if your street needs one.
- ☐ Update saved delivery addresses on your shopping and food apps.
- ☐ Flatten and recycle the boxes, or book a pickup for reusable bins.
- ☐ Introduce yourself to the building manager, concierge or neighbours.
- ☐ Leave your movers an honest review — it's the main way good crews get found.

Moving in Vancouver, Burnaby or the Lower Mainland?

President Movers is a licensed and insured local moving company handling residential, commercial, warehouse, staging and packing moves across Greater Vancouver. We know the strata elevator bookings, the permit-only parking zones and the bridge traffic — and we'll get your Certificate of Insurance to your building before the day.

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Open 7 days — Monday to Saturday 8:00 a.m. to 8:00 p.m., Sunday 9:00 a.m. to 7:00 p.m.

This checklist is general guidance for moves in British Columbia, not legal advice. Tenancy, strata, ICBC and MSP requirements can change — confirm the current rules with your landlord, strata or property manager, the Residential Tenancy Branch, ICBC and Health Insurance BC. Information verified September 2026. © President Movers. Free to print and share.