

TIMELINE OF KEY DATES

Pre-posting message (6 months before your move)

- Start the conversation around relocation with the family **See Change is coming...Let's start the conversation**
- If you know where you'll be posted, contact the local MFRC
- Start your research into employment opportunities, schools and activities for the children, childcare options, the real estate/rental market, etc. **See Part IV: Your Move by Topic**
- Contact SISIP Financial to set up a meeting, if necessary
- Outline a budget for the move and start a savings plan **See Finances/Budgeting**
- Start decluttering
- Start gathering all your paperwork and, if necessary, request copies of academic, medical, dental, etc. records **See Part III: Tracking Your Move**

*** Posting message
received ***

3-6 months before your move

- Read through the entire posting message, verifying location, date number of dependents, etc.
- Register with BGRS in accordance with the Posting Instruction (commonly know as the posting message), or contact your Base/Wing Administrator for a Basic Training List (BTL) Relocation, in accordance with the Posting Instruction
- Schedule individual planning session with BGRS Agent (within 5 days of registration)
- Enter personal information as written in Posting Instruction (Name, Change of Strength (COS) date, Move #, etc.)
- Complete Preliminary Relocation Assessment on BGRS Member Secure Website
- Watch "Navigating your Move" video (must register to have access)
- Working backwards from Change of Strength (COS) and Report for Duty (RFD) dates, choose preferred dates for House Hunting Trip (HHT) and Travel to New Location (TNL), and request travel in accordance with directive
- Have a family meeting to tell children **See Change is coming...Let's start the conversation**
- Together with your family make a plan, create a Moving Binder **See Part III: Tracking Your Move**
- Review finances and outline your budget **See Finances/Budgeting**

3 months before your move

- Start tracking all your expenses related to the move and organize receipts [See Receipts Checklist](#)
- Make appointments to see all healthcare providers and gather health / dental records and fill any required prescriptions [See Healthcare](#)
- Research education and childcare options in your new location [See Education and Childcare](#)
- Research employment and recertification requirements in your new location [See Employment](#)
- Get your pet's vaccinations/records up to date [See The Family Pet](#)
- Sell your home or terminate your lease
- Register for a Traveller Identification Number (Defence Intranet) if you will need travel arrangements
- If renting, notify your landlord of your intention to move
- Plan your House Hunting Trip [See The House Hunting Trip](#)
- Make plans for your children and pets during the HHT
- Get financial advance(s) whenever possible from BGRS
- Schedule additional sessions with BGRS as needed
- Start using up items that can't be moved, such as cleaning products and frozen or perishable foods
- Determine whether you are taking a House Hunting Trip or a Destination Inspection Trip [See FAQs on the House Hunting Trip](#)
- Go on your House Hunting Trip/ Destination Inspection Trip [See You've got a week...make the most of it!](#)
- Find a new home to rent/buy

2 months to 1 week before your move

- Update your address / cancel and start services, utilities, etc. [See Change of Address Checklist](#)
- Give your notice at work, if applicable
- Organize movement of your belongings with movers, pack / load dates [See Move](#)
- Start setting aside items travelling with you [See Pack-up Boxes](#)
- Organize shipment of your vehicle (if applicable) [See Vehicles](#)
- Register your children for school, look for a family physician, start your job search, explore childcare options, etc. [See Education, Healthcare, Employment and Childcare](#)
- Get information on vehicle licence and registration and health cards, if necessary [See Vehicles and Healthcare](#)
- Fill any necessary prescriptions
- Transfer bank accounts and safety deposit boxes as necessary
- Confirm possession date with realtor / landlord
- Plan Travel to New Location, book travel, hotels, rental car, in accordance with CAFRD
- Check in with BGRS agent
- Get financial advance(s), if necessary, from BGRS
- Make plans for your children and pets during the move
- Prepare house and belongings for final move [See Move](#)
- Say your good-byes, gatherings, visits, etc.

Moving week

- Confirm your moving date and time with the movers
- Supervise Pre-Pack / Pack / Load / Clean [See Move](#)
- Defrost and clean fridge, freezers and stove
- Dispose of flammable items that can't be moved
- Give away plants and perishables
- Remove batteries from toys/devices
- Move into a hotel, ensure pets and young children are in care
- Have your vehicle picked up / get rental car (if applicable) [See Vehicles](#)
- Final walk through with realtor / landlord, check all spaces, hand in keys

Travel day

- Travel to New Location (TNL) – fly / drive
- Pick up rental car (if applicable)
- Phone Base Traffic at destination to notify them of your arrival (Member)
- Move into a hotel at destination, if required, and wait for a call from your movers

Arrival day and following weeks

- [See Arrive](#)
- Supervise Unload / Unpack
- Check all inventory being unloaded
- Complete move in cleaning
- File insurance claims for any broken / missing items [See Claims for Damages](#)
- Change locks
- Register vehicles and get your driver's licence [See Vehicles](#)
- Register your children in school [See Education](#)
- Get new health cards [See Healthcare](#)
- Find new doctors, dentists, etc. [See Healthcare](#)
- Submit all final receipts to BGRS [See Receipts Checklist](#)
- Settle into your new community [See Settle and Thrive](#)