

*Yay!*

## YOU'RE MOVING! WHAT'S NEXT?

Read this booklet front to back, you'll be happy you did! It provides you with all the info you need to be a 10/10 homeowner!

- Moving Checklist
- Changing your Address
- Natural Gas, Electricity & Water Meter Readings
- Quick Reference Guide
- Land Transfer Tax Rates

*Chad Leigh*

Chad Leigh | Royal LePage Dynamic | 204 880 9523 | [Chad@chadleighhomes.com](mailto:Chad@chadleighhomes.com)



# MOVING CHECKLISTS

## As soon as possible:

- Hire a moving company. Be sure to get written confirmation of dates, times and all the costs and details related to your move. Make sure you find out all the services that each company offers before selecting one. (ie. some companies will provide moving boxes and packing supplies for a reasonable fee); or
- Rent a moving truck/van/trailer. Be sure to research the details regarding costs and book early to be sure you get the type and size of vehicle you need. Often it is better to rent the largest vehicle you can afford in order to minimize trips, fuel costs and kilometre charges.
- Rent a Storage unit: If you require short-term or long term storage, be sure to research and book a storage unit early so that it is available when you need it.

## Two months before moving day:

- Insurance: Contact your insurance company to discuss the details of your move, and find out if your possessions will be insured while in transit.  
\*\* You MUST have insurance set up before you meet with your lawyer.
- Purge: Go through your home and determine what you want to keep and what you want to throw out or donate.
- School Transfer: IF you have children and are moving to a new school or school district, start arranging the transfer process.
- Supplies: Order boxes and moving supplies (packing tape, bubble wrap, tissue, etc.)
- We sent your lawyer all your paperwork and contact information.

## One month before moving day:

- Packing: Start packing items you do not use regularly and can live without for a while. Make sure to label your boxes with their contents and/or room they belong in.
- Insurance: Obtain homeowner's insurance for your new home and inform your insurance company when you will be vacating your current home and when the new homeowners take possession. Note that you may need special insurance if your home will be vacant for a period of time, and prepaid insurance may be transferable or refundable.
- School Registration: If you have children, complete the registration process at their new school(s).
- Service Contracts: Notify any home maintenance service contracts that you are moving (ie. snow removal, lawn care, internet, home phone, alarm company, etc.)
- Change of Address: Please see "change of address" section of this handout.



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## One week before moving day:

- Hazardous Material Disposal: Properly dispose of flammable or hazardous items such as paint, aerosol cans, etc. (unless you are transporting those items to your new home.) Remember to check your moving company's guidelines as some have restrictions on what they will transport.
- MovingCompany/Rental: Re-confirm arrival time of your moving company or your reservation with the rental truck company.
- Packing: packing should be mostly complete except for the day-to-day essentials.
- Lawyer: A lawyer will contact you prior to possession to set up an appointment to go over closing details.
- Be sure to ask your real estate lawyer about obtaining title insurance.

## Moving day

- Meter Readings: Please see the "reading your meter" section of this information package.
- Appliances: Final check on any appliances remaining (furnace, air conditioning, etc.) and make sure all are in working order.
- Keys: Label and leave behind any extra keys for the new owners and remember to lock all doors when leaving and make sure the home is secure.
- Moving Company: If you have hired a moving company, check your belongings and note on the paperwork any damaged items before they are moved.
- Cleaning: You are responsible for leaving your home empty and in good condition for the new owners. Many cleaning companies charge reasonable rates for move in/move out cleans
- Vacant House: If your home will be vacant for a period of time before the new owners take possession, you will need to contact your insurance company and advise them. You should also arrange for yourself or someone you trust to check on the house periodically.



Chad's  
TIP:

If using family and friends to move, beer and pizza is always a motivator! 🍕

# READING YOUR METERS



## How to Read Your Water Meter:

1. Locate your water meter. They are normally found in basements or crawl spaces and may have a lid you need to lift.
2. When you read your meter, write down every number from left to right exactly as it appears on the odometer style display of your meter's dial. Including all zeros at the beginning and black numbers at the end.

## When you're moving out and need to close an account:

On the last day of possession, phone in your final meter reading to 204.986.3212.

Recording instructions will prompt you to provide:

- Service address
- Water meter reading
- Date reading was taken
- Your new contact information

METER NUMBER:

## When you're moving in and need to open an account:

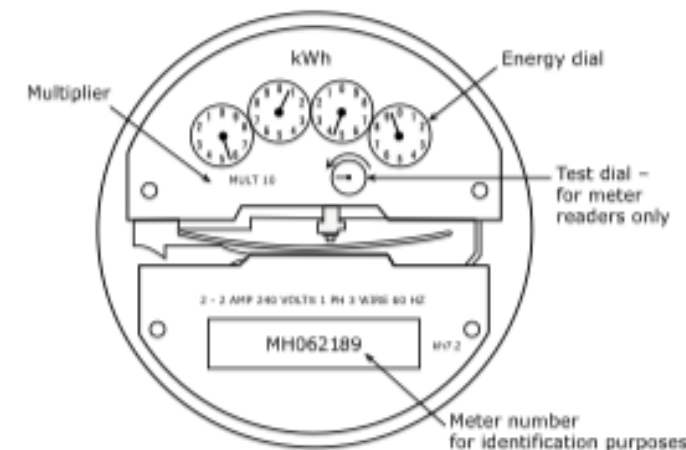
On the first day of possession of your new home you will need to contact the city of Winnipeg's Water and Waste Department:

1. Phone 204.986.3212, which connects you to the city's 24-hour moving in/moving out water meter reading system
2. Provide your initial meter reading:
3. Provide the following account details which will establish you as a new account holder:
  - Your name (should include anyone financially responsible for your water bill)
  - Service address (and mailing address if different)
  - Date of possession
  - Contact phone number(s)

gas and electricity (hydro) meters will have dials like this:



If the dial hand is between two numbers, please record the lower number.  
If the dial hand is between 9 and 0, then 9 is the lower number.





*Chad Leigh*



### Electricity Meter

Many electricity meters have 4 dials. Meters with 5 dials or digital displays are also common. The meter number is displayed on your electricity meter. When entering your meter number, do not include the letters MH. Instead, add another zero at the beginning to make a 7-digit number. The above meter shows MH062189, so this meter number would be 0062189.

#### Dial display:

1. Draw the exact position of the dial hands of your electricity meter on the blank dials on the meter reading card.
2. From the position of the dial hands, record the meter reading under the dials. (See example reading shown below.)

#### Digital display:

1. Wait for the electricity meter display to show the letters "kWh" along with the reading.
2. Record the meter reading on the lines under the dials on the meter reading card.

Submit your reading online or phone 204-453-6712 (Winnipeg) or 1-800-652-4490 anytime and follow the prompts to provide your 7-digit meter number (a leading 0 and the 6-digit number found on the front of your electricity meter) and your meter reading.

For assistance, contact your local office.

METER NUMBER:

METER READING:



### Natural Gas Meter

On the first day of possession of your new home, it is important to submit a gas and electricity meter reading to Manitoba Hydro so that you are not billed for usage by the previous owners.

#### How to read your Natural Gas and Electricity Meter

1. Use the dials shown to determine the exact position of each dial hand on your meter.
2. From the position of the dial hands, record the meter reading. If the dial hand is between two numbers, record the lower number. If the dial hand is between 9 and 0, then 9 is the lower number.
3. Phone Manitoba Hydro's 24-hour recording line at 204.453.6712 (Winnipeg) or 1.800.652.4490 and follow the prompts to provide your meter number (found on the front of your meter) and your meter reading.

METER NUMBER:

METER READING:

# CHANGING YOUR ADDRESS



## DID YOU KNOW?

Not only can you subscribe to Mail Forwarding via Canada Post, but as part of this service they can also automatically notify businesses of your new address!

For more information please visit: [www.canadapost.ca](http://www.canadapost.ca)

[ManitobaAddressChange.ca](http://ManitobaAddressChange.ca)

If you are moving within the Province, this is a simple way to notify multiple organizations of your change of address. Save time and avoid duplicating your efforts as you update your address for the City of Winnipeg Water and Waste department, Manitoba Hydro, Manitoba Government and MTS.

## Additional Companies to Contact

In addition to the above, please make sure to directly contact the following companies to notify them of your address change:

- Manitoba Public Insurance (Drivers license + Vehicle insurance) Please note that if you are staying in Manitoba, you are required to notify MPI or your Autopac agent within 15 days of any change in your name or address.
- Manitoba Health
- Cable/Internet/Satellite Services
- Canada Revenue Agency (Income Tax, GST Credit, Child Tax Benefit)
- Retirement Pensions (Canada Pension Plan, Old Age Security Pension/Guaranteed income supplements, Veteran's Affairs)
- Major Credit Card Companies

## Chad's TIP:

Start as soon as you can. Make a list of companies, subscriptions, universities, etc. you get mail from, especially infrequently, and keep it in one place to ensure all the mail you need is forwarded to you at your new home.



# QUICK REFERENCE GUIDE

*Chad Leigh*

NAME	PHONE NUMBER	WEBSITE
Canada Post	1.866.607.6301%	canadapost.ca
Canada Revenue Agency	General: 1.800.267.6999 Address change: 1.800.959.8281	cra-arc.gc.ca
City of Winnipeg	311	winnipeg.ca
Flavie-Laurent Centre	204.231.9513	cflc.info
Goodwill Industires	204.943.6435	canadiangoodwill.ca
Manbitoba Health	204.786.7101	gov.mb.ca/health
Manitoba Hydro	204.480.5900	hydro.mb.ca
Manitoba Public Insurance	204.985.7000	mpi.mb.ca
MTS (BellMTS)	204.225.5687	bellmts.ca
Red River College	204.632.2327	rrc.mb.ca
Salvation Army	1.855.984.8378	salvationarmy.ca/prairie/home/locate/services
Service Canada / EI	1.800.622.6232	esdc.gc.ca/en/msca/index.page
Shaw Cable	1.888.472.2222	shaw.ca
Social Insurance Number	1.800.206.7218 (option '3')	servicecanada.gc.ca/eng/sc/sin
University of Manitoba	204.474.8889	umanitoba.ca
University of Winnipeg	204.779.8946	uwinnipeg.ca
Winnipeg Free Press	204.967.7001	winnipegfreepress.com
Winnipeg Sun	204.694.2022	winnipegsun.com



# LAND TRANSFER TAX

In Manitoba, the Land Titles Office keeps all records of land ownership and survey plans. They provide a registry where the interests in land (such as mortgage or caveat) may be recorded, and they register the documents that change ownership of the real estate property and guarantee the results.

Transferees are required to pay land transfer tax, and a registration fee, upon registration of transfer of title at the nearest land titles office. Your lawyer will likely do this for you as part of the services that he/she provides. The registration fee of \$70, and the land transfer tax is calculated based on the fair market value of realty on the date of registration and calculated as follows:

PURCHASE PRICE OF HOME	MARGINAL TAX RATE
FIRST \$30,000	0.0%
\$30,001 - \$90,000	0.5%
\$90,001 - \$150,000	1.0%
\$150,001 - \$200,000	1.5%
OVER \$200,000	2.0%

PRICE	LAND TSF. TAX	PRICE	LAND TSF. TAX
\$10,000	\$400	\$275,000	\$3,150
\$125,000	\$650	\$300,000	\$3,650
\$150,000	\$900	\$325,000	\$4,150
\$175,000	\$1,275	\$350,000	\$4,650
\$200,000	\$1,650	\$375,000	\$5,150
\$225,000	\$2,150	\$400,000	\$5,650
\$250,000	\$2,650	\$425,000	\$6,150

\*\* Land Transfer Tax is only applicable for buyers

For more information on the land transfer tax, please contact:  
 Winnipeg Land Titles Office: 276 Portage Avenue, Winnipeg MB, R3C 0B6  
 T: 204 945 2042 / email: lto@gov.mb.ca / web: www.tprmb.ca/tpr/landtitles.html



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*Thank you!*

FOR CHOOSING ME TO HELP YOU WITH THIS EXCITING TRANSACTION  
If you have any questions about your move, please don't hesitate to reach out.

Chad Leigh | Royal LePage Dynamic | 204 880 9523 | Chad@chadleighhomes.com

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www.chadleighhomes.com

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