

# SUGGESTED MOVING BINDER TABS

Here is a suggested breakdown for how to organize your moving binder, but feel free to adjust it how you see fit so that you always have the important information you need at your fingertips.

## Binder Tab: General Information

1. Copy of Posting Message
2. Copy of Canadian Armed Forces Relocation Directive (CAFRD)
3. Copy of BGRS Policy
4. Copy of BGRS Entitlement Estimates
5. Copies of Screening/Posting Messages (social worker, doctor, etc.) (if applicable)
6. Copies of Completed OUTCAN Posting Checklists and Forms (if applicable)
7. Copies of Most Recent Pay Stubs
8. Copy of Posting Allowance and Dependant(s) Form
9. Additional Information

## Binder Tab: Your House Hunting Trip

1. Copy of HHT Application
2. Copy of HHT Approval
3. Flight Information
4. Car Rental information
5. Hotel Booking Information
6. Other Travel Information (if applicable)
7. Realtor Information
8. Lease Information
9. Mortgage Information
10. Copy of RHU-CFHA Application (if applicable)
11. Other Purchase/Lease Information (if applicable)
12. Schooling Options
13. Copies of Report Cards
14. Other Schooling Documentation (as required)
15. Current Banking Information
16. New Banking Information (if applicable)
17. Additional Information
18. Receipts pouch to hold loose receipts

## **Binder Tab: Moving Preparation**

- 1.** Copy of Pre-Move Information Package and Related Forms

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- 2.** Copy of Listing Agreement (if currently a home owner and selling)

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- 3.** Copy of Lease Termination Letter (if currently a renter)

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- 4.** Copy of Purchase and Sale Agreement (for buyers)

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- 5.** Copy of Deed (for buyers)

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- 6.** Copy of Survey/Certificate of Location (for buyers)

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- 7.** Copy of Lease Agreement (for renters)

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- 8.** Canadian Forces Housing Agency (CFHA) Documentation (if applicable)

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- 9.** Customs Forms (if applicable)

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- 10.** Information on Moving Company

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- 11.** Current Insurance Papers (life, home, contents, car, medical, etc.)

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- 12.** Information on Insurance at Destination

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- 13.** Copy of Application to Move Furniture and Effects

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- 14.** Household Goods Descriptive Inventory

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- 15.** Inventory of Articles Shipped

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- 16.** List of Current Utility Companies (to cancel or change over)

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- 17.** Information on Utilities at Destination

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- 18.** Information on Posting Loans

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- 19.** Copy of Posting Loan Application

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- 20.** Copy of Posting Loan Approval

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- 21.** Additional Information

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- 22.** Receipts pouch to hold loose receipts

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### **Binder Tab: Relocation to Destination**

- 1.** Flight Information

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- 2.** Car Rental information

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- 3.** Hotel Booking Information

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- 4.** Other Travel Information (if applicable)

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- 5.** Copy of Car Shipping Documents

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- 6.** Inventory of Articles Shipped

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- 7.** Additional Information

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- 8.** Receipts pouch to hold loose receipts

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### **Binder Tab: Miscellaneous**

- 1.** Copy of Welcome Letter from New Base/Wing/Unit

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- 2.** Information on/Received from Local Military Family Resource Centre (MFRC)

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- 3.** Copies of Passports

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- 4.** Copies of Visas

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- 5.** Copy of Marriage Certificate

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- 6.** Copies of Driver's Licences

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- 7.** Copies of Health Cards

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- 8.** Copies of Birth Certificates

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- 9.** Copies of Social Insurance Numbers/Cards

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- 10.** Additional Information

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