

Move-In Ready Checklist

What we need before move-in day, what to bring, and what to expect when you arrive

SECTION 1

Your move-in date is confirmed once every item below is complete

Before Move-In Day

Done	Documents and steps to complete before move-in day	Office use
☐	Move-In Agreement — signed A copy was emailed to you for your records.	☐
☐	Pre-Admission Physician's Statement — completed by the doctor Return to care@emeraldresidence.ca or fax 905-358-2502 at least 10 days before move-in. Move-in cannot be completed without it.	☐
☐	Application for Residency — completed Emergency contacts, Powers of Attorney, family physician and funeral home details.	☐
☐	Care assessment with Jaime Wisnowski, RN, Director of Care — completed Required for every resident before move-in. It creates your personal Plan of Care and confirms your care services.	☐
☐	OHIP / health card Colour copy, both sides.	☐
☐	Extended health care card Copy, if applicable.	☐
☐	Power of Attorney for Property Copy of the document.	☐
☐	Power of Attorney for Personal Care Copy of the document.	☐
☐	DNR Confirmation Form and / or advance care directive If available.	☐
☐	Current medication list and prescriptions If medications will be nurse-administered, prescriptions must reach Emerald 3 days before move-in so our pharmacy can fill them.	☐
☐	Current pharmacy — name and phone number	☐
☐	Funeral home — name and phone number	☐
☐	Deposit — last month's rent Fully applied to your stay. Pay online, by e-transfer or by cheque.	☐
☐	Monthly payment set-up Void cheque or bank details for pre-authorized withdrawal, or credit card information.	☐
☐	Initial payment Cheque or credit card, on or before move-in day.	☐

Questions along the way?

Admissions — Kate · Care and your Plan of Care — Jaime Wisnowski, RN, Director of Care

Call **905-358-2500** — we are glad to help with anything on this list.

SECTION 2

All items must be labelled

What to Bring

☐	2 sets of sheets twin, or sized to your own bed	☐	Table lamp
☐	4 sets of towels bath, face, hand — plus 1 bath sheet	☐	Fan for hot weather
☐	2 bed pillows	☐	Snacks in airtight, lidded containers only
☐	1 blanket or comforter	☐	Storage bins see the Bins form
☐	Clothing for 8–10 days	☐	Television (optional) see suite guidelines below
☐	Comfortable, non-slip footwear	☐	Mobility aids walker, wheelchair or scooter
☐	Personal toiletries replenished regularly by family	☐	Medications in original pharmacy packaging
☐	Hangers	☐	Phone, tablet and chargers
☐	Glasses, hearing aids, dentures plus batteries	☐	Photos and small personal items

Please label everything — **first initial and LAST NAME** on clothing, linens, mobility aids, glasses, hearing aids and dentures.

SECTION 3

Move-In Day

- ✓ **Arrival time:** preferably between 9 am and 4 pm. Other times and weekends are possible by arrangement — please confirm your arrival time with Kate.
- ✓ **After 4 pm** the front doors are locked and an entry code is required. If you are arriving later by arrangement, please call ahead so we can meet you.
- ✓ **If a car, scooter or pet is moving in with you,** let us know before move-in day so parking and arrangements are ready.

SECTION 4

Suite & Safety Guidelines

- ✓ Due to safety and fire regulations, and so that staff can reach a resident quickly in an emergency, extra furniture is not permitted in semi-private suites.
- ✓ Televisions are permitted in semi-private suites only when placed on a safe, stable table.
- ✓ Private suites: all other furniture is supplied by the resident or family. Furniture rental is available — ask us.
- ✓ Independent suites: if you bring a regular bed, the mattress must be fitted with dust-mite / bed-bug protective covers.
- ✓ Family and resident are responsible for the regular replenishment of toiletries.

Office — documents complete	Plan of Care complete	Deposit received	Suite	Move-in date	Checked by
☐ Yes	☐ Yes	☐ Yes			