

Preparing for Your First Planning Session

In order to get the most out of your First Planning Session and pave the way for a smooth, hassle-free relocation, we request that you complete 3 steps **before** your First Planning Session:

Prepare and send the documents listed below

At least **2 – 4 business days before** your scheduled First Planning Session, please submit the required documents listed below:

- Signed Acknowledgement and Consent to Collect Information form (not required when registration completed on-line)
- Copy of your posting, release or reserve message
- F6 Print Screen (pay guide) from your BOR, confirming your current pay rate (for all Regular Force Members and Reservists); Release Members moving to/from Quebec must provide their pay guide as well
- Verification of Posting Allowance and Dependant(s) Form, to be completed by your BOR - (for Regular Force Members and Reservists only)
- Plate number and province of registration for all vehicles and trailers
- A copy of the Registration for each trailer involved in the relocation
- A copy of the Registration for each motorcycle involved in the relocation
- A written statement for each motorcycle that is designed/adapted for street use and is used as a Personal Motor Vehicle vice a recreational vehicle
- Listing Agreement (contract you have signed with your Realtor®)
- Copy of document confirming ownership at origin (such as Certificate of Title, Copy of Title, Certification of Registered owner or deed)
- Existing Survey/Certificate of Location or Real Property Report (to confirm lot size)
- Original Agreement of Purchase (required only if you expect a loss on the sale of your residence)
- If you have accepted an offer on your current residence, please provide us with the accepted Agreement of Sale
- Void cheque or other official document verifying banking information. Please note that funds cannot be deposited to a credit card or line of credit accounts – hand written account and transit numbers are not acceptable

All forms are available on your [Secure Website](#) unless otherwise noted. Once completed, you can upload forms and documents directly to your file using the Document Management tool on the [Secure Website](#), fax them to your Advisor or drop them off at your local BGRS office. The coordinates for your Advisor are available on the [Secure Website](#) under the 'Contact Us' tab.

Read the applicable sections of the [CF IRP Directive](#)

We strongly recommend that you read all of the sections you identify in Section 1 of your Relocation Checklist (available on the [Secure Website](#) at www.irp-pri.com). Your Advisor will discuss these items with you further during your Planning Sessions.

Read the applicable sections of the [It's Your Move](#) guide

BGRS has published a guide called [It's Your Move](#) with tips, tools and examples to assist you and your family in preparing for this important milestone. Before your First Planning Session, we recommend you read the following sections available under the [Policies & Directives](#) section:

- Planning Your Move
- Sell Smart
- Rent Smart