



## *First-Rate Movers™ Check List*

### 4-5 Weeks before moving

1. Tour your house and decide what items you would like **First-Rate Movers™** to move into your new home. Unwanted items could be donated to our thrift store. We can also dispose of junk for a fee.
2. Begin cleaning out the garage, basement, attic, and closets.
3. Arrange the transfer of insurance records and school records.
4. Contact your doctors and dentists to obtain medical records and renewable subscriptions.
5. Check your homeowner's policy to see if relocation services are covered. Make sure you transfer theft, fire, and other personal property insurance to your new home.
6. Decide whether you would like to do the packing yourself or if you would like **First-Rate Movers™** to pack your items.
7. Visit our website, [www.FirstRateDE.com](http://www.FirstRateDE.com) to order moving boxes and packing supplies. The distributor we work with is a "GREEN" company, USEDCARDBOARDBOXES, that offers free shipping in 1-2 business days.

### 3 Weeks before moving

1. Notify the USPS and get change of address forms for each person in your household.
2. Notify magazines, charge accounts, insurance companies, and any other organizations of your change of address.
3. Arrange to have your major appliances serviced before you move them.
4. Check and clear your tax assessments.

### 1-2 Weeks before moving

1. If you have decided to pack yourself, label all moving boxes. Write the destination room on the boxes to ensure we place them in the correct room in your new home. Please use a dark magic marker.
2. Arrange to disconnect or transfer your utilities.
3. Arrange to connect utilities in your new home.
4. Sketch a floor plan of your new home, indicating where your appliances and furniture should be placed. If you will be present for the entire move this does not need to be done.
5. Dispose of flammables such as gasoline, matches, fireworks, etc.
6. Drain water from all garden hoses and dispose of gasoline from lawn equipment.

### 1-2 Days before moving

1. Defrost and clean all refrigerators and freezers.
2. Pack cleaning supplies and toiletries to be loaded last and unloaded first.
3. Update contact information for family, friends, and local businesses before the move.

### Moving Day

1. If First-Rate is packing, plan to be around to answer any questions we may have.
2. Make a final check of every room and closet in the house.
3. Lock all doors and windows, turn lights off, and transfer keys.  
Plan to be at your new home before **First-Rate Movers™** is scheduled to be there and make sure utilities are connected.