



DELMARVA MOVING & TRANSPORT

304 Wicomico Road, Stevensville, MD 21666

410-643-1117 (Local)

info@delmarvamoving.com

866-817-5700 (Toll Free)

www.delmarvamoving.com

TIPS TO MAKE YOUR MOVE SMOOTH! A Helpful Check List of Things

The key to a successful move is planning, planning, planning. One could compare moving to planning a wedding. There is a lot to do and breaking them up into little pieces is the best way to make your move a successful one. The following information will help you on your quest for a smooth move.

WEEKS 12-9:

- If your employer is moving you, verify what your company relocation policy covers and what you will be responsible for.
- Establish tentative dates for your move. <http://calendar.google.com>
- Interview and choose a realtor or notify your landlord of intent to vacate.
- When selling your home pay particular attention to the date you must vacate.
- Begin an inventory of all household goods. Decide what to keep. Remember, if you have not used an item in 3 years you probably never will.
- Order a dumpster to dispose of items no longer needed.
- Have a garage sale or donate unwanted items. A move can be an excellent time to organize your belongings and get that "spring cleaning" over with. This will save you money, less to pack and less to move.
- Make a house hunting trip to your new town. Contact a real estate agent or get an apartment guide if you plan on renting.
- Establish a file for all moving papers and receipts.
- Empty those storage units, or be sure to let us know you have items in storage you will need to have moved as well. Contact Storage to let them know of your intent to vacate.
- Make a list of all the places and landmarks you want to see before you leave.
- Select the professionals at Delmarva Moving & Transport to handle your relocation if you haven't done so already. **THIS IS IMPORTANT ESPECIALLY DURING THE SUMMER MONTHS.**

WEEKS 8-7:

- Make a list of everyone you need to notify. Update your address book of friends, relative, and other contacts.
- Obtain a change of address kit from the local Post Office.
- Contact the Internal Revenue Service or your accountant for information regarding tax deductible moving expenses.

WEEK 6:

- Start a collection of Take Out Menus for that first week.
- Purchase a map of your new county <http://www.adcmap.com>
- Measure! If moving your appliances, measure for the new house. Obtain floor plans. Measure large items to determine if they will fit in your new location.
- Select your new home, and arrange financing. Establish a tentative closing date.
- Check with homeowner to see if you can store items in Garage or Shed ahead of time. Bringing small items yourself to your new home can cut your moving costs substantially.
- Check school schedules and enrollment requirements.
- Obtain church or synagogue information for your new area.
- Research new area for Doctors, Dentist and other necessary medical professionals.
- Determine requirements for new drivers licenses and transfer of registration/ license plates.



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- Contact an insurance agent to arrange for coverage on your new home and contents, and for automobile insurance. Rental insurance may also be available to UPS.
- Select a bank, establish accounts, and obtain safe deposit box.
- Obtain a floor plan of your new home and recruit the entire family to help plan furniture arrangement.
- If you still have not found a new home, secure a Post Office box for mail forwarding.
- Compile a list of utilities and their phone numbers. Determine any requirements to commence service. Try to start service at least the day before actual move in.

WEEK 5:

- Send your new address to anyone who might need it – insurance agents, credit card companies, magazine subscriptions, friends, relatives, etc.
- Clean out closets and dispose of items that you will not be taking with you. Have another garage sale or donate to charity. Old sheets and towels are needed by your local SPCA, Magazines and books, gift wrap, and cards are needed by hospitals and nursing homes. Camping supplies, craft supplies can be used by scout troops. Kitchen appliances are helpful at women's crisis centers. Clothes and toys to <http://www.salvationarmyusa.org> or <http://www.goodwill.org>
- Notify schools of when you are moving. Arrange for records to be transferred to new school system.
- Schedule a pick up and delivery dates with your mover. Avoid scheduling your closings on the day your move is to take place. Order packing materials and arrange for delivery of all packing supplies if you are Self Packing. Additional items to consider: Tape, Padded Paper, Newsprint, Bubble Wrap, Sharpies, etc.
- Visit UPS online and order plastic sleeve covers (#171604), print out the contents of the box and slide the list inside the pouch!
- High value items should be appraised by a professional before the item is moved. High value items are anything with a value in excess of \$100 per pound.

WEEK 4:

- If you are doing your own packing, get started. Please mark all boxes clearly with destination room minimum on top and two sides. We recommend allowing Delmarva to pack breakables to ensure safe relocation. See the enclosed "SELF PACK GUIDE" for additional help in how to pack.
- DO NOT PACK aerosol cans, canned soft drinks, gas tanks, corrosives, ammunition, perishable foods, paint thinners/flammables or propane tanks and ask Delmarva to move these items. It is against D.O.T. regulations. Please dispose of the items or make arrangements to transport the items yourself.
- All electronics wires need to be disconnected. A good idea to mark with masking tape where they go. Remove all CD's, tapes, diskettes from CD Players, VCRs, DVDs and computers.
- Pressboard furniture is not designed to be moved, disassembled or reassembled safely. We recommend you either not move these types of furniture, or personally dismantle and reassemble the piece. If you do decide to move your pressboard furniture, a waiver of liability may be required.
- Dried and silk flower arrangements do not hold up well during a move because of their fragility. We will move such items, but no matter the amount of care taken in packing an arrangement, the piece may be damaged and a waiver of liability may be required.
- Send drapes for cleaning and arrange for carpets and furniture to be cleaned. Curtains can be put on hangers and hung inside a wardrobe box.
- Begin to use up overstocks of staple foods.
- Make travel plans and motel reservations for your trip.

WEEK 3:



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- Begin to gather valuable personal papers that you may need at your destination location, including medical and dental records, school records, birth certificates, etc. Make sure your tax and home closing documents are included and not packed. This is especially important if your shipment is going into storage.
- Make alternative housing arrangements for your children and pets while the move is taking place. This will help alleviate stress during a move.
- Start a Necessities Box, that will either be transported by yourself or clearly mark as a "Special" box to immediately open. Towels, soap, toilet paper, toothpaste and brush, shampoo, contact stuff, coffee pot and cups, paper plates, cups, napkins, paper towels, basic kitchen utensils. Get the idea?
- Start a Cleaning Products Box, that will be transported by yourself or clearly marked as a "Special" box to immediately open. Cleaning supplies, rubber gloves, disinfectant, vacuum, broom, mop, rags,
- If necessary, reserve apartment elevator for pick up and/or delivery dates.
- Gather all your personal records: Doctors, Dentist, Lawyers, Accountant, Church, Schools
- Take pictures and/or video tape contents in home or request us to.
- Arrange to have gas, electric, telephone, cable TV disconnected in your present home and connected in your new home. Make sure your telephone services are available for move out and move in.

	Disconnect Date	Reconnect Date
Phone	_____	_____
Electric	_____	_____
Gas	_____	_____
Cable/DirecTV	_____	_____
Internet	_____	_____
Water	_____	_____

WEEK 2:

- Dispose of items too dangerous to move, including flammable liquids, paint, paint thinner, Aerosols, and ammunition. Delmarva may be able to help with household plants, depending on available room.
- Have your car serviced and ready for the trip.
- Take your pet to the veterinarian for immunization and preparation for the journey. Arrange for transportation, and obtain copies of your pets records and licenses.
- Drain oil and gas from all your power equipment. Remove batteries from all battery operated items.
- Cancel deliveries and services such as newspapers and trash collection.
- If necessary, transfer bank accounts and close safety deposit boxes.
- Contact a cleaning company to have house cleaned prior to your arrival.

WEEK 1:

- Complete a list of high value articles for packers. Make sure coverage selected is adequate for your valuables.
- Prescriptions? Have enough medication to last two weeks in your new home. Have prescriptions forwarded to a pharmacy in your new community.
- Make arrangements to pay for your move. All professional movers required a cashiers check on delivery unless prior arrangements for billing your employer have been made.
- Return any borrowed items.
- Start grocery list for new home.
- Keep packing.

3-4 DAYS BEFORE YOU MOVE:

- Finish last minute packing or prepare for your packers by having items of High Value together, pictures and wall hangings off walls.



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- Separate items to go with the family on the trip. Place them in a secured area such as a bath room with a note on the door telling your packing crew not to pack contents in this room.
- Set aside valuable items to carry with you including credit cards, currency/coin, jewelry, vital documents, personal papers, collections, furs, plants, contact lenses, deeds, eyeglasses, prescriptions, memorabilia, photos, scrapbooks, money and valuable small items.
- If trying to save on costs, the closer the item is to the garage or front door, the less time we will be there, therefore, the less money we will charge you.

1-2 DAYS BEFORE YOU MOVE:

- Packing days, leave out only those items you absolutely have to, all other items should be ready to go. Delmarva will arrive usually by 9:00 am depending on distance.
- Provide original packing containers for electronics if available.
- Clean out refrigerator/freezer, wipe down with Clorox, place a sock full of baking soda in bottom. Leave refrigerator door open to allow it to dry out 24 hours prior to loading. Turn it OFF. Glass shelves should be packed.
- Gather the basic items you need to make the first couple of days in your new home comfortable. Pack these items in separate boxes and label them clearly so you can recognize them as they come off the moving van. Items such as light bulbs, garbage bags, extension cords, toolkit, flashlight, dust cloth, cleaning products, scrub brush, pail, disposable plates, cups, utensils, dish soap, sponges, plastic wrap, can opener, paper towels, coffee pot and so on.
- Confirm arrival time with moving company.
- Plan to be at home and make yourself available to the movers the entire day of packing and moving.
- Welcome Wagon 1-800-77-WELCOME (935-2663)
- Visit <http://www.homestore.com> for a free Welcome Wagon gift.

MOVING DAY:

- Allow for adequate parking for moving trucks.
- Notify the driver where you can be reached during the move.
- Keep important documents and keys handy.
- Take pets to neighbor, kennel, or put them in an empty bath room w/sign on the door "DO NOT OPEN, PET INSIDE"
- Be on hand when driver arrives. Stay until the moving crew leaves.
- Accompany your driver through your house as he inventories your goods.
- Confirm your new address, travel plans and contact phone numbers with your driver.
- Before the movers leave, check through the house with your driver to make sure nothing was missed. Remember to check the attic, basement, closets, cupboards and drawers.
- Consider staying overnight in a hotel, or with friends or family. Leave the next morning fresh for your new home.

UPON ARRIVAL AT YOUR NEW HOME:

- Check circuit breakers or fuse box to be sure everything is on.
- Make sure all pilots are working on the stove.
- Install or check the batteries on smoke detectors.
- Make sure the telephones, washer, dryer, dishwasher, refrigerators working.
- Label each room. (Susie's BR, Bryan's BR, Family Room)



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DELIVERY DAY:

- Meet your driver at your new house. Supervise unloading and placement of your goods.
- If children involved, have them stationed in their respective rooms.
- Plan on alternative eating arrangements for the next few days in your new home. This will allow sufficient time for organizing the kitchen and grocery shopping.
- Call Delmarva Moving after you have unpacked and we will stop by and pick up all your boxes!