

# Moving GUIDE

5 WEEK ORGANIZATION GUIDE



  
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Realtor & Certified Stager



# Shannon Ficklin

## GET TO KNOW YOUR REAL ESTATE AGENT

My passion is to educate and empower my clients so they can make the best decision for themselves through their real estate journey. I love to serve my clients in a way that best benefits their needs. I have been a Realtor since 2014 and used to work for a big real estate team in the area for over 5 years where I sold hundreds of houses.

With this high volume of transactions, I realized I wasn't able to service my clients in the way I wanted. Through this realization, I moved to Broadstone Realty LLC years ago so I could give a much more personable service to my clients.

As part of that personal service, I partner with clients by sharing my expertise in selling and knowledge in staging to get their house ready for the market and sold for top dollar. Through the buying process, I help buyers think through critical features of the house, location, condition, and price of the property before purchasing one of the largest purchases in their lifetime.

My goal is to walk alongside my clients throughout the entire process and beyond so I can be their Realtor for any real estate needs now or in the future. You can trust that I have the experience, expertise, passion, and knowledge to be your trusted Realtor.

# 5 WEEKS

## Start Using Up Refrigerated Food and Pantry Items

It's smart to use up the contents of your fridge and pantry before moving. You can also donate non-perishables by bringing them to your local food bank.

## Strategize Your Packing Process

Pack all non-essentials first. These include items you won't need in the weeks leading up to the move, including books, home decor items and electronics. Pack essentials last.

## Host a Garage Sale Or Donate Items

Get rid of excess items and make a few bucks in the process by hosting a garage sale. The less you have to move, the better – so start the pre-move purging process early.

## Be Careful NOT to make major purchases

If you are purchasing a home through a lender, be careful NOT to make any major purchases, such as buying a new car, lots of new furniture, etc. that would require another loan or a large amount on a credit card. These additional purchases could affect your debt to income ratio that lenders use in helping to determine how much loan amount the lender will offer you. If the debt to income ratio rises too high, it could keep you from getting the home loan.

## Update All Memberships

Are you a member of a community organization, gym or club? Most monthly memberships need at least 30 days notice before freezing or cancelling an account.

## NOTES

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# 4 WEEKS

## Begin Packing

Start by boxing up non-essentials and seasonal items first. These could include winter coats, off-season sports gear, books and any other belongings you won't need in the weeks leading up to the move. Be sure to pack all fragile items with extra care and label boxes as clearly as possible.

## Dispose of Hazardous & Flammable Items

You won't be able to move hazardous and flammable items, and likely won't be able to put them in your regular trash either. Hazardous items include: paint, aerosols, fertilizers, propane tanks, fire extinguishers, gasoline, fireworks, and pool chemicals. Search online for the place near you that takes and disposes of hazardous items.

## Confirm Date & Time with Moving Company

Call your moving company representative to confirm their arrival date and time. Don't forget to let them know any other important logistics, such as parking and elevator use.

## Notify Friends & Family of Your Move

If you haven't already told your friends and family you're moving, now is the time to let them know and send change of address cards.

## NOTES

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# 3 WEEKS

## Notify Service Providers & Transfer Utilities

Let any regular service providers, such as housekeeping, landscaping and pool maintenance, know of your impending move. Utilities include cable and internet, water and sewer, gas, electricity, satellite, security system, trash and phone. If moving within the same city, you may be able to transfer utilities to your new house. You may also want to take this opportunity to look into these services for your new home.

## Plan for Moving Pets and Plants

Unfortunately, moving companies may not be able to transport your plants due to regulations designed to thwart the spread of pests and disease. Also moving companies do not want to be liable for moving any kind of pet so be prepared and make necessary arrangements.



## NOTES

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## 2 WEEKS

### Forward Medical Records & Prescriptions

Contact your doctor and dentist to inform their offices of your move. If you haven't selected a new doctor, request referrals from your current doctor. Now is also the time to transfer your prescriptions to a pharmacy close to your new home. You should also bring a month's supply of medications with you on the move,

### Forward Mail

Forwarding your snail mail is an easy task that can be done ahead of time. All you have to do is go to [USPS.com](https://usps.com) and choose the date you wish to begin forwarding your mail.

### Update Bank Account & Credit Card Billing Addresses

Update your bank account and credit card billing addresses... this can be done in less than a minute online or by phone.

### Request Time Off From Work

If you're moving on a weekday, go ahead and request a personal day from your employer. Those unable to take off from work for the move will need to arrange for a friend or family member to meet the movers on moving day.

### Gather Warranty Information & Manuals

Help future residents by gathering all of your warranty information, instruction manuals, and receipts for appliances and electrical devices. Leave them on the counter or in a kitchen draw for easy access.

# 1 WEEK

## Clean Old Home

A little bit of effort could save you a cleaning fee or charge against your security deposit. Be sure to thoroughly clean out the refrigerator and pantry as well.

## Last Minute Errands

These could include picking up dry cleaning, getting prescriptions, cleaning out your gym locker and returning items to friends.

## Pack Kitchenware & Essentials

It's time to finish up the packing process by boxing up kitchenware and other essentials. Be sure to label these boxes as clearly as possible to avoid losing track of them during the moving process.

## Trash Removal & Recycling

Make arrangements for final trash and recycling pickup. If you're leaving before the next pick-up date, ask neighbors to place your trash can back where it belongs after it's been picked up.

## NOTES

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# DAY BEFORE

## Pack Suitcases & Essentials

This should contain your first week essentials including pajamas, toiletries, clothing, shoes, medications, pet and baby necessities, as well as any important documents or valuables.

## Get Cash for a Tip

Tipping movers is a nice gesture for a job well done. If you plan to tip your movers, head to the ATM now to get cash for moving day.

# MOVING DAY

## Water Bottles On-Hand

Moving is a strenuous and exhausting process. The last thing you want is for anyone to become dehydrated on moving day. Also, consider ordering food to help keep everyone fed and motivated.

## Take Inventory

Take inventory of all belongings. This way you can keep track of what you have and what the movers are transporting.

## Final Sweep of the House

To avoid leaving anything behind, be sure to do one final sweep of your home before you move out. Don't forget to look in your bathtubs, washers, dryers, kitchen cabinets and any other easy-to-miss spots.

## Hand Over the Keys

Take a set of keys to closing if you are closing at a title company. Unless you're planning to come back after the move to tie up loose ends, go ahead and hand over the keys to your landlord or leave all other keys/garage door openers in a kitchen drawer or counter for the new owners.



# YOU MADE IT!

Clean the New House

Unpack Essentials First

Get Mailbox Key from  
Post Office

Figure Out Trash Pickup  
Days

Check Smoke Alarms

Call for Pest Control, if  
needed

Invite Friends/Family  
Over

Update Driver's License

Register to Vote

Meet the Neighbors

Register Your Pet

Schedule a Landscaper

Paint Walls, if needed

Go To The Grocery  
Store

Change Your IRS  
Address

Change the Locks

In our home let love  
abide and bless those  
who step inside



# NEW HOME THINGS TO BUY CHECKLIST

## INSURANCE

- ☐ Homeowners
- ☐ Flood
- ☐ Umbrella

## UTILITIES

- ☐ Water
- ☐ Gas/Oil
- ☐ Electricity
- ☐ Cable & Internet

## SAFETY

- ☐ New Locks & Keys
- ☐ Home Security
- ☐ Fire Extinguisher
- ☐ Smoke Detectors
- ☐ Flashlights & Batteries
- ☐ Surge Protectors

## CLEANING

- ☐ All-purpose cleaner
- ☐ Toilet & bath cleaner
- ☐ Dish soap & sponges
- ☐ Laundry Soap
- ☐ Mop & Buckets
- ☐ Cleaning rags
- ☐ Trash cans & trash bags
- ☐ Toilet Plunger

## TOOLS

- ☐ Hammer
- ☐ Wrench
- ☐ Screwdrivers
- ☐ Pliers
- ☐ Utility Knife
- ☐ Screwdrivers
- ☐ Measuring Tap

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