

*The Complete Guide to*  
**MOVING**

A Comprehensive Handbook for Selling Your Home and Planning Your Move

*People Helping People*<sup>SM</sup>



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*Compliments of*

*and*

 **OLD REPUBLIC HOME PROTECTION**

# *The Complete Guide to* **MOVING**

A Comprehensive Handbook for Selling Your Home and Planning Your Move

## *Table of* **CONTENTS**

<b>AN AMERICAN TRADITION</b> .....	1
<b>GETTING READY TO SELL</b>	
<i>The First Impression</i>	
<i>Counts...Make it a Positive One!</i> .....	2
Exterior Tips.....	2
Interior Tips.....	2
Kitchen & Bath Tips .....	2
Uncluttering Tips.....	3
Cleaning Tips.....	3
Repairing Tips.....	3
Neutralizing.....	3
Don't Over Improve .....	4
Tips on Showing the House.....	4
<b>PLANNING THE MOVE</b>	
<i>Organization Is the Key!</i> .....	5
Compiling Personal Records when Moving out of Your Immediate Area.....	5
Managing a Moving Sale .....	5
Telling the World that You're Moving .....	6
Forwarding Your Mail.....	6
Change of Address Checklist .....	7
Disconnecting Services and Utilities.....	7
<b>PACKING IT UP</b>	
<i>A Step-By-Step Guide on how to Pack Everything</i> .....	8
1) Hiring Professional Movers .....	8
2) Moving It Yourself.....	9
3) Moving Special Items .....	11
<b>MAKING THE MOVE</b>	
<i>Making the Transition to Your New Home a Smooth One</i> .....	13
Managing the Move.....	13
Moving Out .....	13
In Transit.....	13
When You Arrive .....	13
Moving In .....	13
Making the Transition .....	13
Arranging Services and Utilities.....	14
Moving with Children .....	14
Moving with Pets .....	15
<i>Checklist for Success</i> .....	15
<b>QUESTIONS &amp; ANSWERS ABOUT HOME WARRANTIES</b> .....	16

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*An American*

# TRADITION

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**Moving is a tradition unique to Americans.** Americans typically move at least five times in their lives. In a typical year, over 30 million people move to bigger homes, better jobs, and warmer climates.



The primary purpose of this handbook is to assist in the process of selling your current home and moving to a new one. Old Republic Home Protection hopes that by providing important tips on getting your home ready for showing, you'll have the best chance at a quick "top dollar" sale.

Your real estate professional knows what is important to buyers in your market, so work closely with your agent to concentrate your efforts on those items that really make the difference in a successful sale.

With our helpful "Packing, Moving Out, and Moving On Hints"—from how to organize a moving sale to how to transport houseplants—you can be assured of a smooth and enjoyable relocation—whether you're moving out of state or around the block.

# Getting Ready TO SELL

*The First Impression Counts. Make it a Positive One!*

The most important single reason that a home sells is its “Emotional Appeal.” Over 90% of buyers in today’s market buy on emotion. Looking at your house through “buyer’s eyes” can help you prepare your home to sell for the best price, in the least amount of time. When you begin preparing your home, begin outside and work your way in. Make up a “to do” list as you go along, keeping in mind the importance of first impressions.

## EXTERIOR TIPS

It’s estimated that more than half of all houses are sold before buyers even get out of their cars.

Stand across the street from your home and review its “curb appeal.” What can you do to improve the very first impression?

- Keep sidewalks and patios swept clear. Remove cobwebs and dirt from house siding. Sweep the garage and clean the driveway of any grease spots. A garage can be an important selling point for your home, and a good spraying with a garden hose and just a drop of industrial strength cleaner can make a big difference.
- Mow, trim, weed, and water lawns and gardens. Add a fresh layer of bark or gravel if needed and plant flowers for color.
- The front door is one of the first things prospective buyers see. If it shows signs of wear—clean it, stain it, or paint it.
- Make sure the doorbell and porch lights work.
- Remove trash and debris from the yard and around the house.



- Remove extra vehicles from view.
- Repair any fences or gates.
- Remove holiday lights that may still be hanging.
- Paint exterior window sashes, trim, and shutters (repainting the entire exterior can be an expensive and unnecessary venture—unless there is bad blistering or peeling).

## INTERIOR TIPS

When showing your home to prospective buyers, you want to make everything look spacious, organized, bright, warm, and “homey.” Start with a full housecleaning from top to bottom. Don’t let dirt and clutter obscure your home’s good points. A clean home will sell a lot faster than a dirty one.

- Be sure walls are clean and free of dirt and fingerprints—consider a fresh coat of paint if washing doesn’t do the trick.
- Wash all windows and sills.
- Curtains and drapes should be freshly cleaned.
- Arrange furniture to make rooms appear spacious and attractive.
- Replace any burned out light bulbs. You can make rooms seem warmer and brighter by using high intensity light bulbs that give the house a warm glow.
- Discard or replace any dying houseplants.

## KITCHEN & BATH TIPS

The bathrooms and kitchen are focal points for most buyers. Be sure those rooms are clean and clear of clutter.

- Clear extra appliances, accessories, etc. from counters.
- Polish sinks and remove stains.
- Clean appliances thoroughly inside and out.
- Straighten and remove excess papers from kitchen memo area.

- Clean out your cabinets and drawers and add shelf paper and utensil trays to make them look as organized as possible.
- Buy a new shower curtain—you can always take it with you when you move.

## UNCLUTTERING TIPS

Eliminating clutter will give your home a more spacious look. By removing or storing things you don't need, you create a roomy, comfortable feeling that will be inviting to prospective buyers. If a house is too cluttered, buyers have trouble imagining themselves and their belongings in it.

Remember, when in doubt—move it out!

- Clean out closets to display their roominess. Prospective buyers love to inspect for storage space, so it's important to make whatever closets you have look as spacious as possible.
- Be sure clothes are hung neatly and shoes and other objects are neatly arranged. If something you have stored away hasn't been worn or used in the last year, chances are it never will be. Throw it away, sell it, or pack it neatly in a box and store it in the garage.
- Have a garage sale! Not only will you be reducing clutter, but you can use the money you earn to finance your touch-ups. (See page 5 for more on how to organize a moving sale).
- Straighten bookshelves and remove unnecessary papers from coffee tables.
- In children's rooms, straighten or store extra toys and remove distracting posters. Arrange toys to look fun and inviting, open a book on a night stand, add a flowering plant and arrange decorative pillows or shams on the bed.
- If you have a spare room or storage area, turn it into an area with a purpose. If it's too small to be a bedroom, turn it into a hobby center, study, or office.
- Consider renting storage space to move out items you won't need before you move.

## CLEANING TIPS

When a home is clean, it gives the impression that it has been well cared for. Some fresh paint and a one-time professional cleaning service can make your house look like new.

- Be sure every room smells as good as it looks, paying special attention to pet areas, children's nurseries, and bathrooms.
- Polish all brass and chrome fixtures.
- Polish mirrors so they sparkle.
- Scrub and wax floors.
- Clean and deodorize carpets. If your carpet looks worn, consider replacing it. You may not recover the cost, but your home may sell faster. (Talk to your agent about the competition in your market to help you decide.)
- Clean and deodorize garbage areas.
- Clean sliding door track so that the door moves quietly and smoothly.



## REPAIRING TIPS

Making little repairs can make a big difference. Although many families learn to live with a broken doorknob or a cracked window, all of these little things should be fixed when selling your home. Savvy homeowners concentrate their efforts on cosmetic repairs that cost relatively little but return a lot on the investment (don't forget those first impressions!).

- Repair leaking faucets, running toilets, grout, and caulking as needed.
- Replace any cracked windows and torn screens.
- Patch and paint wall and ceiling cracks.
- Repair or replace loose doorknobs, drawer pulls, sticking doors and windows, warped drawers, cabinet handles, towel racks, switch plates, and outlet covers.
- Tack down any loose molding and glue down any lifted wallpaper.

## NEUTRALIZING

Try to create an appearance that allows the buyers to picture themselves living there. Neutral paint, decor, and carpeting create a home for any lifestyle.

- Eliminate distracting colors and accessories so that buyers can concentrate on positive impressions.
- Brighten things with fresh paint. White, off-white, or beige walls make a room look bigger and lighter. Interior painting costs very little, and it can make a big difference in buyer perception—so go ahead and do it. Don't bother hanging new wallpaper. Repaint the woodwork instead.



## DON'T OVER IMPROVE

Preparing your home for sale doesn't need to be expensive or time-consuming, as long as you keep up with normal maintenance. In the event you do not have the time to do the cleaning or repair work, consider hiring a professional—it could save you time and money later. And a few hundred well-spent dollars can be the best investment you'll ever make. Remember, you need to think like a buyer now and have a critical eye.

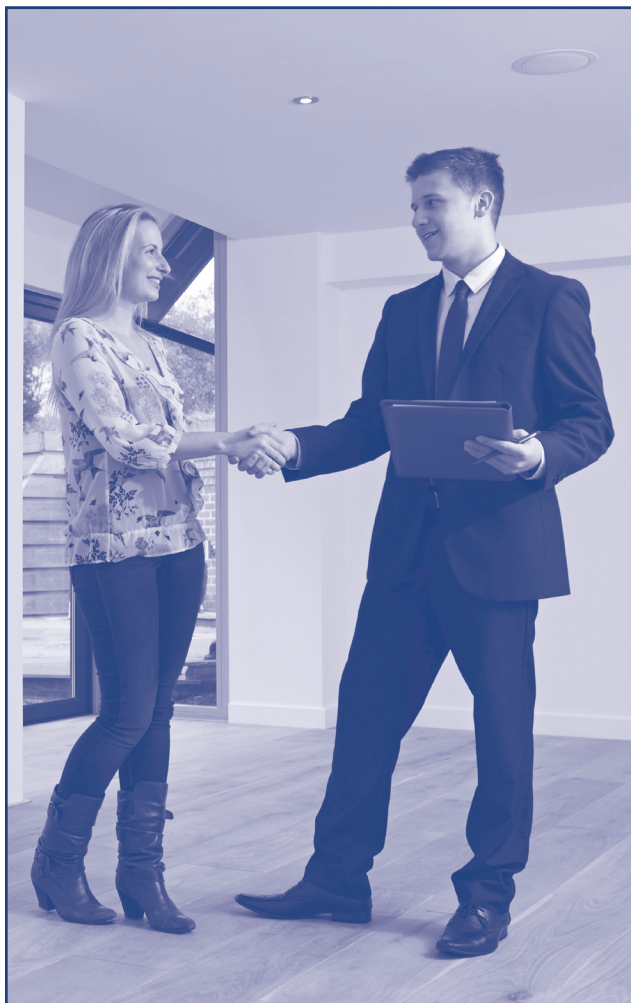
Use caution in planning any major improvements that you think will enable you to get more for the house than you paid for it. Of course, an investment in a paint job where it's obviously needed will be well worth the cost. The same is true with carpeting that is shabby enough to be a turn-off.

Most people shopping for a house would rather plan their own major changes, and you are usually wiser to sell them the potential at a price they can afford.

## TIPS ON SHOWING THE HOUSE

When it's time for your agent to show your home, all your preparations will be worth the effort. Here are a few final tips that can add that extra touch.

- The television and radio should be turned off. Let the salesperson and buyer talk, free of disturbances.



- Send children and pets outdoors to play. This will eliminate confusion and keep the prospect's attention focused on your home.
- Leave the home during showings. Many prospects feel like intruders when the owners are present. They tend to hurry away or fail to ask the questions they'd really like to ask. Your absence will put buyers at ease and give them a chance to spend more time looking at the home and absorb its advantages.
- If you do meet the potential buyer, be courteous but don't force conversation. They want to inspect your house—not pay a social call.
- Leave drapes open for light and airiness. If it's evening, all lights should be turned on to give the rooms a larger appearance and a cheerful effect.
- Be sure the kitchen sink is free of dishes and rooms are uncluttered. Make sure trash baskets are empty.
- Prepare a fire for open houses. Set out a game, a book, or a hobby project. Set out nice towels in kitchen and bathrooms.
- Make sure rugs are clean and straight. Set a comfortable temperature. Do a "once-over" cleaning—vacuum, sweep, and dust. Final check every room.
- Open windows to freshen rooms. Set tables with flowers and linens.
- Never apologize for the appearance of your home—after all, it has been lived in.
- The salesperson knows the buyer's requirements and can better emphasize the features of your home when you don't follow along. You will be called if needed.
- Let your Real Estate Professional discuss price, terms, possession, and other factors with the customer. Your Real Estate Professional is better qualified to bring negotiations to a favorable conclusion.
- Keep your home on the market. Let your agent show your home even when you're not there. If you don't, you're limiting your prospects—and actually keeping your house off the market for potential buyers.
- If buyers just drop by and aren't accompanied by a real estate agent, it's best not to show your home. Ask for their names and phone number, and provide it to your agent for follow-up. (Most agents screen calls so you don't waste time showing to someone who isn't qualified or, worse yet, a potential burglar.)
- Always keep your home ready to be shown. Your agent will try to give you as much advance warning as possible. Similarly, other agents may call to arrange showings, so always be prepared.
- One way to give your home added value without adding a lot of expense is to purchase a home warranty plan to protect against failure of major home systems and appliances. This warranty protection usually gives your buyer a full year's home warranty, plus it protects you while your home is on the market—and it doesn't cost you a nickel until your home sells.

# Planning THE MOVE

## *Organization Is the Key!*

**Plan, organize, plan, organize, plan, organize, plan, organize, plan, organize...!** If you can master these two concepts, you are well on your way to an efficient move.

To effectively organize your move, begin months ahead because you'll need to tend to countless details and arrangements that can overwhelm anyone if they're left to the last month before the move.

Make a list of what you need to do—one approach is to make a moving time table or “calendar of events.” Let's review some of the things you need to think about:

- Whether you're moving yourself or hiring a professional mover, don't move unnecessary items. A move is a great time to get rid of things that are no longer useful.
- Make a master checklist of everything that must be done in connection with the move and when you need to do it. Schedule a deadline for each task, and then check off each task as it's completed.
- If you plan to rent a moving van or hire a professional mover, make reservations well in advance.
- If you plan to ask friends and family for help, ask enough people to make the job easier. Don't expect one or two friends to help move all your furniture and belongings.
- Get carpets and slipcovers cleaned before you move. They'll come back wrapped and ready for your new home.
- If you plan to travel by car over long distances, get your car serviced to ensure a smooth trip. Be sure to check your spare tire.
- Return library books and anything else you may have borrowed.
- Pick up all dry cleaning.

### **COMPILING PERSONAL RECORDS WHEN MOVING OUT OF YOUR IMMEDIATE AREA**

As you've been living in your current home, you've been acquiring important records that document your personal history (medical, dental, financial, and legal information). Begin gathering this important information several months before your actual move.

- Contact your family doctor and dentist (and all of the other specialists you may have been to like



pediatricians, eye doctors, etc.) and obtain copies of your medical records. Any new physician or dentist will need your medical/dental history.

- If you have a pet, you will need their medical records, too. Contact your veterinarian to give you copies of their immunization certificates which you may need to get new tags or licenses.
- Arrange to transfer the contents of your safety deposit box to a bank near your new home. Make sure you have a record of the contents.
- While you are at the bank, notify them of your planned move. If you make a house hunting trip to your new city, it's a good time to find a bank and open an account, all before you move.

### **MANAGING A MOVING SALE**

If you're holding a garage sale to liquidate unwanted items before moving, you'll not only make money, but you'll also save money by not having to pay for moving unwanted possessions. The following hints will help make your sale a success!

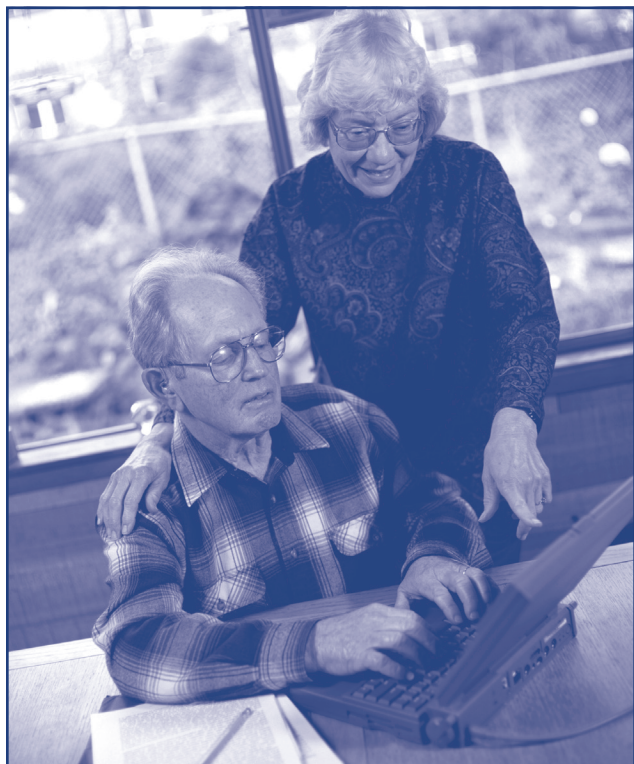
- Organize your sale by categorizing odds and ends in bins. For example, have one bin for kitchen gadgets, another for books, and another for CDs, videos, and DVDs.



- To get the best prices at your moving sale, clean the objects you're selling—and display them creatively.
- Post signs around the neighborhood in advance to let people know of your upcoming garage sale.
- If you have lots of things to sell, take out an ad in the local paper.
- To display clothes, rig up a clothesline.
- Tag items individually with prices or put articles together on a table with a sign of their price. Whether or not you want to negotiate the price further is up to you, but it will save you the hassle of trying to come up with a price on the spot.
- Encourage your children to get rid of old toys and belongings by letting them keep the money.
- Make sure you have plenty of newspapers, old boxes, and grocery bags for packing up the items you sell.
- Reduce prices drastically at the end of the day to get rid of everything.
- What you don't sell, donate (and keep the receipt as a tax deduction).
- If you have listing flyers for your home, have a supply for folks who come by.

## TELLING THE WORLD THAT YOU'RE MOVING

Once you have set the dates and established a new address, you need to begin notifying people who need to know you're moving. The Postal Service offers change of address kits that include notification cards for businesses and the Postmaster. Rubber stamps or stickers with your old and new addresses will make the job of completing the cards much easier and less time consuming.



- If you have not found a place to live and do not have a new address, consider getting a Post Office box for the interim to begin forwarding mail. Locate a Post Office or mail box center near your new place of employment or in the area of town you think you'll be living; it's best if you try to do this on an early house hunting trip, since some Post Offices have waiting lists.
- To save money on cards and postage, write or type half a page giving your old address and your new address. Make copies and then include this with all your outgoing correspondence before you move.

## FORWARDING YOUR MAIL

The U.S. Post Office will forward mail under the following conditions:

- Free for one year for express mail, first-class, and priority mail.
- Free for 60 days for second-class mail, including newspaper and magazines.
- Third-class mail, including circulars, books, catalogues, and advertising, are not forwarded unless requested by the sender.
- Fourth-class mail, including packages weighing 15 ounces or more and not mailed as priority, will be forwarded locally for one year. (Charges must be paid by you if you move outside the local area.)



## CHANGE OF ADDRESS CHECKLIST

Give your change of address to the following:

- ✓ PRESENT AND FUTURE POST OFFICES
- ✓ ACCOUNTANTS
- ✓ ADDRESS BOOK—FRIENDS, FAMILY
- ✓ ASSOCIATIONS
- ✓ ATTORNEYS
- ✓ BANKS
- ✓ BOOK/CD/DVD CLUBS
- ✓ CATALOG COMPANIES
- ✓ CHARGE CARDS
- ✓ CHURCH/SYNAGOGUE
- ✓ CREDIT CARDS
- ✓ CREDIT UNIONS
- ✓ DENTISTS
- ✓ DOCTORS
- ✓ EMPLOYERS
- ✓ FEDERAL, STATE, AND LOCAL GOVERNMENT AGENCIES
- ✓ FREQUENT FLYER PROGRAMS
- ✓ GYM MEMBERSHIP
- ✓ HOSPITALS
- ✓ INSURANCE COMPANIES
- ✓ INTERNAL REVENUE SERVICE
- ✓ INTERNET PROVIDER
- ✓ INVESTMENT COMPANIES
- ✓ IRAS
- ✓ LENDING INSTITUTIONS
- ✓ LIBRARIES
- ✓ MAGAZINE/ONLINE SUBSCRIPTIONS
- ✓ MOTOR VEHICLE DEPARTMENT
- ✓ ROADSIDE ASSISTANCE MEMBERSHIP
- ✓ SCHOOLS
- ✓ STOCKBROKERS
- ✓ VETERINARIAN
- ✓ VOTER REGISTRATION  
(both old and new jurisdictions)

## DISCONNECTING SERVICES AND UTILITIES

Keep yourself organized by recording important information below regarding calls made to disconnect or transfer current services out of your name.

### Gas/Electric

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop/Transfer: \_\_\_\_\_

### Trash Collection

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop: \_\_\_\_\_

### Telephone/Cell Phone

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop: \_\_\_\_\_

*(Order a telephone directory in advance for your new area)*

### Water

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop/Transfer: \_\_\_\_\_

### Cable/Satellite TV

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop: \_\_\_\_\_

### Internet Provider

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop/Transfer: \_\_\_\_\_

### Newspaper

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date Service to Stop: \_\_\_\_\_

# Packing IT UP

## *A Step-By-Step Guide on how to Pack Everything...*

Whether you are supervising a professional move or doing the packing yourself—this section will save you time and headaches with valuable tips on everything from hiring a professional mover to how to move houseplants.

### 1) HIRING PROFESSIONAL MOVERS

#### *Selecting a Moving Company*

- For a local move, obtain references from friends or check with the Better Business Bureau about the moving company you are considering.
- On interstate moves, charges are based on the weight of the articles to be moved, the distance to be moved, and additional services provided.
- Get at least three estimates well in advance of your move; however, remember that most estimates are “nonbinding.” The final price is determined by the total charges for transportation and services. A “binding estimate” requires the mover to bill you for the specific services at a specific price. If you add additional services, you will void the binding estimate.
- Be sure the mover is aware of everything to be moved. The cost will increase if anything is added to the shipment that was not included in the original estimate.
- The mover will issue you a bill of lading, which represents the legal agreement between the customer and the mover. Be sure to keep it. Check to make sure your moving dates, pick-up and delivery, are shown on the bill of lading.
- Make sure that any contract you sign identifies complete rates and charges, the mover’s liability for your possessions, dates for pickup and delivery, and claims protection.
- Interstate moves by moving companies are regulated by the Interstate Commerce Commission (ICC). The mover is obligated to give you a copy of a pamphlet prepared by the ICC titled “When You Move: Your Rights and Responsibilities.” Make sure you read and understand this pamphlet.
- If you have the option to move between October and April, you may be able to receive a better price. If your move is scheduled between June and September, the busiest times for movers, be sure to call well in advance for estimates.

#### *Handling Claims*

- Professional movers are responsible for loss or damage to goods caused by the mover. If anything is missing or if cartons are damaged, this should be noted when you check the inventory sheet at time of delivery.
- It is not necessary to unpack all boxes immediately, because any damages or losses discovered, typically within nine months of the delivery, entitles you to file a claim. Don’t throw away your inventory checklist or any papers signed in connection with your move until you have unpacked all cartons and/or the nine months are up. Obviously, the earlier the claim is filed the better, but the nine-month claim period will eliminate the necessity of having to quickly examine all the contents of all the boxes.

#### *When Movers Pack for You*

If you are using the services of a professional mover, you may consider providing little or no packing on your own. However, you may want to take some precautions to ensure that cherished, irreplaceable, or valuable items are handled and protected to your satisfaction.

- Ask your professional mover how they package and transport items, such as antiques, crystal, etc., to determine whether you would prefer to pack and perhaps even move these valuables yourself.
- Oftentimes moving companies that transport items you pack yourself won’t insure or take responsibility for them. Confirm the company’s policy in advance.
- Ask about the amount of insurance coverage the moving company provides and whether coverage is for replacement cost or the depreciated value.
- Professional movers have boxes and containers specifically designed for many items. For added protection, you may request extra boxes to pack any items you choose to move on your own. Be sure to label them “Do Not Move” so your movers will not load these boxes into their truck in error.



## 2) MOVING IT YOURSELF

### Tips for a Do-It-Yourself Move

- If you are renting a van or truck, make reservations early.
- Confirm vehicle size/capacity with rental company:
  - ✓ 2-3 rooms—15 foot truck
  - ✓ 4-6 rooms—18 foot truck
  - ✓ 7-8 rooms—22 foot truck
- Make sure you have these supplies:
  - ✓ Loading ramps
  - ✓ Padding
  - ✓ Dollies
  - ✓ Boxes
- Additional costs:
  - ✓ Insurance deductibles and drop-off charges
- Loading:
  - ✓ Load heavy furniture first
  - ✓ Pad delicate items
  - ✓ Secure load
- Keep the following supplies and accessories on hand:
  - ✓ Marking pens
  - ✓ Packing tape
  - ✓ Scissors
  - ✓ Tape measure
  - ✓ All size boxes
  - ✓ Furniture pads or sheets
  - ✓ Rope or twine
  - ✓ Tool box
- Label all boxes clearly indicating the contents.
- Identify each box with a number and keep a list of what is in each box.
- Clearly mark fragile items.
- Carry your most fragile items in the car with you.
- If you have children, pack a bag of games and activities for the trip (if lengthy).

### Keep the Basics Handy

Pack essentials in separate boxes to keep them on hand. You'll need them during the first days in your new home. It is important to identify those items that will be essential to your family during the move and the first few days to help ensure a smooth transition—from toilet paper to tool kits.

#### Personal Items:

- |                        |                                      |
|------------------------|--------------------------------------|
| ✓ Comfortable Clothing | ✓ Alarm Clock                        |
| ✓ Linens               | ✓ Toilet Paper                       |
| ✓ Toiletries           | ✓ First Aid Kit<br>(Band-aids, etc.) |
| ✓ Cosmetics            | ✓ Daily Medications                  |
| ✓ Towels               | ✓ Shower Curtain                     |
| ✓ Toothbrushes         | ✓ Soap                               |
| ✓ Toothpaste           | ✓ Tissues                            |
| ✓ Iron                 |                                      |

#### Shortcut Meals:

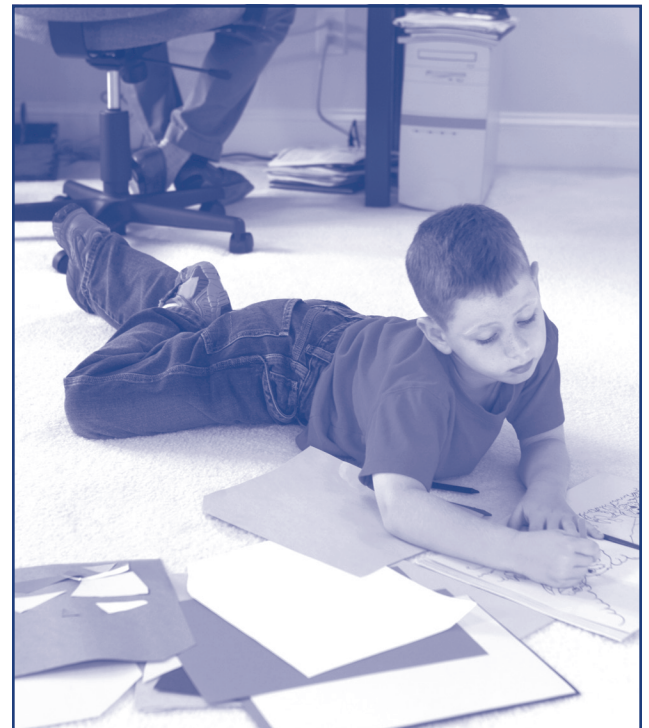
- |                                      |                      |
|--------------------------------------|----------------------|
| ✓ Disposable Plates, Cups            | ✓ Pots and Pans      |
| ✓ Utensils, Can/Bottle Opener        | ✓ Paper Towels       |
| ✓ Dish Soap and Sponges              | ✓ Plastic Containers |
| ✓ Foil or Plastic Wrap               | ✓ Dish Towels        |
| ✓ Instant Coffee, Creamer, and Sugar |                      |

#### To Settle In:

- |                        |                     |
|------------------------|---------------------|
| ✓ Telephones           | ✓ Mop and Broom     |
| ✓ Light Bulbs          | ✓ Cleaning Products |
| ✓ Garbage Can and Bags | ✓ Scrub Brush       |
| ✓ Extension Cords      | ✓ Pail              |
| ✓ Tool Kit             | ✓ Vacuum Cleaner    |
| ✓ Flashlight           | ✓ Shelf Liner       |
| ✓ Ladder or Step Stool | ✓ Rope/Twine        |
| ✓ Dust Cloth           | ✓ Matches           |

#### Activities for Kids:

- |                          |           |
|--------------------------|-----------|
| ✓ Favorite Toys          | ✓ Books   |
| ✓ Coloring Books/Crayons | ✓ Puzzles |
| ✓ Small Surprise Gift    |           |



## Packing

Start collecting boxes early. Pack on a room-by-room basis, and don't mix items from different rooms in one box, (e.g., don't pack items from the bedroom in boxes with articles from the kitchen). If possible, start packing early. Remember, if you were to pack only a box a day, in thirty days you would have thirty boxes packed. You could start in areas where the items are not in frequent use, such as the attic, garage, closet shelves, good china, books, out-of-season clothes, etc.

What size boxes will you need? The type of items you need to pack will provide a good idea. Heavy articles, such as books, canned goods, etc., should go in smaller boxes. Bulkier, but not-so-heavy items, such as pots and pans, linens, small kitchen appliances, etc., should go in somewhat larger boxes. Bulky, lightweight articles, such as blankets, pillows, etc., should go in the largest boxes.

- If you don't collect enough boxes, call a local mover to inquire about purchasing the boxes required.
- Save space by not packing the unbreakable contents of tightly loaded drawers. Tape the drawer contents in place with masking tape. To minimize tape marks, remove the tape as soon as the furniture arrives at your new home (or you may choose not to use tape for short distance moves).
- For long distance moves, obtain wardrobe boxes for your clothes. By hanging clothes inside these "closet" boxes, you'll save time packing and unpacking. If you are moving a shorter distance, leave clothes on hangers and cover with a large garbage bag, or consider renting a clothing rack with wheels to allow you to move an entire closet rod at one time.
- Small linens, such as towels and washcloths, can also serve as packing material.
- Wrap sofa and chair cushions in sheets or plastic bags to use as extra padding for other large items you transport.
- To save space, alternate the spines of books as you pack.
- To prevent odors from developing in the refrigerator or freezer during the move, place some charcoal briquettes inside the unit; they will absorb odors. Then insert newspaper throughout the freezer; this will absorb any moisture and help prevent odors.
- Remove furniture casters ahead of time to prevent them from falling off during the move. Tie them together with heavy twine, and tag them so you know which piece of furniture they fit.
- Plates should be packed standing on edge. To minimize breakage of glasses, place the heavier items on the bottom of the box and the more delicate ones on top. Pieces of crumpled newspaper make excellent packing material.
- Pack similar items together—it will make unpacking easier.
- As you tape up each packed box, you could place a string underneath each piece of tape, leaving about an

inch sticking out. When it's time to unpack, just pull on the string, which will quickly and easily cut right through the tape.

- Load young children's toys and things last. If these items are first off it may be helpful to keep your children occupied while you pay attention to the articles being off-loaded.
- Move dresser drawers without removing their contents to avoid repacking.
- Clearly label boxes with the room destination where they should be delivered when unloaded at your new home.
- Dispose of flammable liquids, such as spray paints, solvents and thinners, and gas in lawn mowers. Dispose of these items in advance.
- Label leftover paint cans indicating where they were used and leave them behind in the garage (the new residents will appreciate it!)

## Moving Large Furniture

- Measure the following pieces of furniture to be sure they will all fit in the moving truck.
  - ✓ Assembled Shelving Units
  - ✓ Large Dressers
  - ✓ Beds
  - ✓ Piano/Organs
  - ✓ China Cabinets
  - ✓ Sofas
  - ✓ Large Appliances
- Make measurements of all doors and hallways in your new home. Note stairs that have several flights with landings where large pieces may be hard to maneuver.
- Measure sofas, large chairs, and dining tables to ensure furniture will fit through narrow doors, halls, or stairways.
- Be prepared to remove a window to move in large bedroom furniture, such as a king size bed. If necessary, arrange in advance for a hoist.
- You may want to disassemble shelving units when packing. (Don't bother if space is not a constraint.)







### 3) MOVING SPECIAL ITEMS

Many of your possessions may require special care when moving. Use the guidelines that follow as needed:

#### **Electronic Equipment**

- If possible, pack items in the original cartons. If not, pack each item individually.
- Unplug all TV sets 24 hours in advance so they will be at room temperature the day of the move. Moving a TV set in which heat is retained could cause internal damage.
- In hot or cold weather, allow electronic equipment to return to room temperature before turning it on; suggestion—wait 24 hours.
- Before moving a personal computer, back-up any important data.
- When moving a stereo, code wiring with tape for easier reinstallation.
- When moving a compact disc player, check instructions to secure the laser. Heat can warp compact discs, so don't move them in a vehicle, which may get too hot.
- For all electronic equipment, be sure to check your Owner's Manual for special moving instructions.
- Most professional movers do not pay for repair or replacement of electronic equipment, such as stereos, CD players, and computers, unless physical damage to the item or the item's carton has been noted upon delivery.

#### **Records**

- Pack records vertically in small cartons to keep weight down.
- You may separate albums with corrugated paper or cardboard dividers to cushion them.

#### **Plants**

- On short trips, you can move most plants yourself by placing them in an open box on the floor of your car.

During long distance moves, plants may get crushed or become wilted. So why not give them to neighbors as "goodbye" gifts!

- If you are moving to another state, federal or state laws may require plants to be quarantined and/or inspected or certified pest-free.
- Professional moving companies usually will move houseplants within the same state and within 150 miles. Moving personnel won't necessarily water your plants during the move or take special care of them, so be sure to ask on long distance moves.
- Most indoor houseplants cannot survive temperatures below 30 degrees or higher than 100 degrees for more than an hour. If you are moving during the winter over long distances, pack plants in boxes and move in a heated vehicle. Do not leave in an unheated car or moving van overnight.
- Make sure plants are moist when they are packed for moving. Plants can usually survive for about ten days without water.

#### **Moving Breakable Items**

- You are going to need plenty of wrapping paper. Many people save and use old newspapers.
- Due to their sturdiness, wine boxes are excellent packing boxes for glasses and other breakable items.

#### **Packing the Kitchen**

Packing is much more convenient and less tiring when you have a large work area. Consider clearing the kitchen table, placing a towel down to protect the finish, and do your packing on the table.

Keep in mind that when you are packing fragile items, you should plan to pack the heaviest objects toward the bottom of the box and the more delicate items closer to the top. (Line the bottom of the box with several layers of newspaper for additional cushioning.)



## ***Packing Small Kitchen Appliances***

It's best to pack your small kitchen appliances (toaster, can opener, coffee maker, blender, etc.) together in one or two boxes (or more, as necessary) rather than in other boxes with other goods.

When all appliances have been packed in a box, or boxes, if there are small spaces that are empty, wad-up some packing paper and fill in the spaces. However, if you have a lot of space left over, then you should pack some other kitchen items in the box in order to fill it up and not waste the space.

## ***More Kitchen Packing Tips***

### **Boxed Foods (cereals, etc.):**

No need to wrap such items in packing paper. If your shipment is going into storage then you should dispose of boxed foods. These items can attract rodents and insects.

### **Spices:**

Make sure all cans are closed and won't leak. If in doubt, seal them with tape.

### **Canister Sets:**

Contents may be left in canister sets; however, you may want to seal them with tape.

## ***Packing Tall Table Lamps***

When packing tall lamps, it may be difficult finding a box large enough to accommodate the lamp. If you can't find such a box, you can purchase boxes from a professional mover.

1. Remove lamp shade and bulb, wrapping the cord around base of the lamp.
2. Line the bottom of the box with wadded-up newspaper, towels, or sheets. This will ensure extra cushioning and protection for the lamp.



If you have several tall table lamps, place them in the box so that the base of one lamp is next to the top of the next lamp. This will make them fit better in the box.

When all lamps are packed in the carton, fill the box with plenty of wadded-up packing paper. Be sure to mark "FRAGILE" and "LAMPS" in large, clear letters on all sides of the box.

## ***Lamp Shades***

Lamp shades, where possible, should be nested so that you can get two or three in a box. Use CLEAN packing paper (do not use newspaper) as protective lining between each shade.

Do NOT pack anything else with lamp shades.

Be sure to mark on all sides of the box in large, bold letters "FRAGILE," "LAMP SHADES."

## ***Packing Pictures***

Small pictures can be wrapped and placed standing up in normal packing boxes with other items. Pictures that are just a little too large to fit in regular boxes can be packed in a self-designed box. Follow these instructions:

1. Select a box that is larger than your picture when open at both ends.
2. Open the bottom of the box, and then flatten. Seal one of the open sides with tape.
3. Lay your picture, face down, on several sheets of newspaper that have been spread out so as to be almost twice as wide as your picture.
4. Wrap the picture similar to wrapping a present. Bring one side of the packing paper around the picture so that it will cover most of the back of the picture. Then bring the second side of the paper around to cover the back of the picture. Seal with tape. Fold up both ends of the paper and bring over the back of the picture. Seal with tape. Turn picture over and seal the areas where the paper overlaps.
5. Slide the picture into the unsealed side of your box and seal the end with tape.

# Making THE MOVE

## *Making the Transition to Your New Home a Smooth One.*

Whether you're moving out of state or around the block, relocating a household is seldom easy—but it can be fun.

### MANAGING THE MOVE

- To save time and eliminate confusion, draw a floor plan of your new home before your move. Sketch in and number your furnishings the way you want them arranged. Tag furniture pieces to correspond to the floor plan so the movers know where to place each piece.
- Be sure to be on hand during packing, pickup, and delivery of your belongings. If you cannot be there, ask a friend or relative to be on hand. If using a moving service, the mover should issue you an inventory of all items. Make sure the inventory is correct and legible before you sign it.
- If your friends are helping you move, have as much as possible packed ahead of time and ready to be loaded into the moving truck. Don't expect your friends to pack your belongings. Be sure to have plenty of soda and snacks and send out for takeout food if the work goes into the lunch or dinner hour.
- Keep children and pets out of the way of movers.

### MOVING OUT

- Confirm the arrival time with moving company.
- Keep important documents and keys handy.
- Make a final inspection to be sure nothing is forgotten. Look through closets, attic, and garage.
- Turn off lights; close and lock windows and doors.
- Leave keys with real estate agent or landlord.
- Leave home only after the moving truck is on its way.

### IN TRANSIT

- Keep important papers and documents with you.
- Make sure you allow enough time to get to your new home before the movers.
- If you are moving over a long distance, keep in touch with the moving company so they are able to notify you of any delays they may be having.
- If you drive to your new location and arrive late in the evening, spend the first night at a motel rather than trying to "settle in" when everyone's tired. Everything will seem much more manageable in the morning.

### WHEN YOU ARRIVE

- If possible, hire a cleaning service to help you clean the house, either before the movers arrive or after they've left.
- Make sure all goods have been removed by the previous owner before you take possession of your new home.
- If you've hired a professional mover, make sure you have the payment ready when the truck arrives as specified in the agreement. On interstate moves, if the charges exceed the written estimate, you are responsible for the estimate plus ten percent of the balance when your goods are delivered. Any remaining amount is usually due within 30 days.
- Check your list of contents against the list of what is delivered, and inspect all boxes for damage.
- Unless you've hired the movers to help unpack, don't try to unpack everything at once. Sort your boxes so that you only have to unpack what is necessary. This gives you the time to organize your space as you go, instead of being forced to toss things randomly into cupboards and closets.

### MOVING IN

- Meet the movers promptly.
- Supervise placement of boxes and furniture.
- Check circuit breakers or fuse box to be sure all power is on.
- Check the pilots on the stove.
- Install or check the batteries on smoke detectors.
- Make sure the telephones are working.
- Install new locks.
- Make an extra set of keys and leave a set with a friend, relative, or neighbor.

### MAKING THE TRANSITION

- If you're moving to an unfamiliar location contact the local Chamber of Commerce for information on shopping, dining, and services in your new area. Contact your town's Department of Parks & Recreation for



## ARRANGING SERVICES AND UTILITIES

Be sure to call at least two weeks ahead to set up basic services for your home. Keep yourself organized by recording important information below.

### **Gas/Electric**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

### **Trash Collection**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

### **Telephone/Cell Phone**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

### **Water**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

### **Cable/Satellite TV**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

### **Internet Provider**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

### **Newspaper**

Date Called: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date New Service to Begin: \_\_\_\_\_

information on playground and community recreational activities.

- Change your address on your driver license and get your car registered if you move to a new state.
- Make it a point to get to know your new community. Get library cards and find out about community-sponsored activities. Subscribe to the local paper so that you get a feel for your new community.
- If you're fortunate, your new neighbors will welcome you. If they don't, spend some time outside so they have the opportunity to approach you—or introduce yourself. Talk to the postal carriers, and let them know where you're from and who the members of your family are. Postal carriers often will share this information with your neighbors.
- If your children are moving to a new school, try to find some time to volunteer for school activities. This will help you get to know the school and help you understand any problems your children experience as they get oriented to their new school.

## MOVING WITH CHILDREN

Moving can be stressful. Be sure to monitor the effects of the move on your family. Children and adolescents rarely relish change—your attitude about the move and your willingness to let your children share in the experience will influence their feelings about the transition. Try the following to make the move as anxiety-free as possible for everyone:

- Talk to your children about the move, and encourage them to express their feelings. Acknowledge their feelings about losing a friend and encourage your children to exchange addresses and phone numbers with their friends. If your children are having trouble with the move, give them extra attention and don't become impatient. Let them call their old friends, and, if possible, arrange for them to visit.
- Sending preschoolers to a sitter or relative during the move may make it easier for you, but it could produce anxiety for the children. Try to involve children in packing and make sure that some of their belongings are with them on the trip.
- When leaving your previous home, empty the children's rooms last, and restructure their rooms first when you've arrived at your new home. This helps them adjust psychologically.
- Encourage your children to look up facts on your new location on the Internet. If you're moving only a short distance, let them examine the new house and neighborhood before you move.
- Don't think you have to postpone your move until summer vacation. Some experts believe that summer is the worst time to move children because they have to wait until school starts again to get involved socially. However, if your children aren't doing well in school, it may be advisable to let them finish out the school year in familiar surroundings.



## MOVING WITH PETS

- Take pets to the veterinarian. Most states require health certificates and rabies inoculations.
- Most states have laws regarding the entry of animals. Hawaii, for example, requires that cats and dogs be quarantined for 90 days. Although most states do not quarantine, be sure to check on requirements.
- Border inspections of all animals being transported are conducted by some states, while others have random inspections. Be prepared to have current certificates for dogs and up-to-date rabies inoculations for dogs and cats.
- Make your pet feel at home by putting out its favorite toys, food dishes, blankets, etc. Don't allow your pet outdoors unleashed as it could become disoriented and be unable to find its way home.

# ✓ Checklist For Success

### Two Months Before

- Collect cartons, gather moving supplies.
- Select mover and review all details of the move.
- Begin packing unnecessary items.
- Have a yard sale or donate items to a charity.
- Plan menus to use up food in the cupboards.
- Contact IRS or your accountant regarding tax deductible expenses.

### One Month Before

- Begin packing.
- Notify post office of change of address.
- Notify utility companies of changes or disconnections.
- Notify newspaper of address change or discontinuation.
- Collect and keep important papers handy (medical, etc.)
- Save moving receipts.
- Make reservations for any needed lodging.
- List important new phone numbers.
- If employer helps pay moving expenses, confirm what preparations, if any, you will be required to make.
- Decide what goes with you, what to sell, and what to give away.
- Finalize arrangements with your moving company, or make reservations if you're renting a truck.
- Call friends and relatives to let them know when and where you're moving (and to recruit moving day help!).

### Two Weeks Before

- Clear up outstanding accounts.
- Transfer checking and savings accounts and contents of safe deposit box.
- Cancel any direct deposit or automatic payment arrangements on bank account that will be closed.
- Call telephone company for assistance in arranging new mobile/phone service if needed.
- Arrange for pet travel.
- Return/retrieve borrowed items.
- Service your car, especially if traveling a distance.
- Dispose of flammable liquids, such as spray paints, aerosols, solvents and thinners, and gas in yard equipment, such as lawn mowers.
- If shipping a car, empty gas tank to less than 1/4 of a tank by move day. Do not completely empty—mover must be able to drive the auto on and off the van.
- Renew or transfer prescriptions.

### Week of Move

- Transfer or close bank account.
- Defrost refrigerator.
- Tag furniture to identify its location in the new home.
- Prepare "survival" package so the family can function if the moving company is late.
- Arrange for new mobile/phone service.

### Day Before Move

- Set aside moving materials, such as tape measure, pocket knife, rope, etc.
- Pick up rental truck.
- Check oil and gas in your car.
- Get a good night's rest.

### After Move

- Mail that has been forwarded from your old address will have a yellow address label on it. Notify the sender of your new address.
- Register to vote. Search online for voter registration information.
- If you have moved into a different state, contact the Department of Motor Vehicles to exchange your driver license and register your vehicle. Ask whether you will be required to take a test.
- Call the Sanitation Department in your new town to find out which day trash is collected. Ask whether your community has recycling programs.
- Visit the website for your local Chamber of Commerce for information about:
  - Newspapers
  - Schools
  - Cultural events and community activities
  - Libraries and parks
  - Emergency calling services, such as 911
- Provide your new doctor and dentist with your medical history. You may have to request your file from your previous doctor/dentist.
- Scout your new neighborhood for shopping areas.
- Seek out new service providers (bank, cleaners, veterinarian.)
- Locate the hospital, police, and fire stations near your home.

## *Questions & Answers About* **HOME WARRANTIES**

### ***What is a home warranty?***

The standard home warranty is a one-year service contract that protects a resale home buyer against the cost of unexpected repairs or replacements of major systems and appliances that break down due to normal usage. Coverage is also available to home sellers during the listing and escrow period to help them keep unforeseen breakdowns from potentially tying up the close of sale.

### ***How does a home warranty help me?***

Old Republic Home Protection customers enjoy peace of mind, convenience, budget protection, and easy, dependable service. No more Internet searches for reputable service providers, no more “hassles” over the cost of repairs, no more “budget busting” repair bills.

### ***What if I need service?***

Make one call to our Customer Service Department toll-free at 800.972.5985. We are available 24 hours a day, 365 days a year.

### ***Who handles the repairs?***

Old Republic Home Protection has a network of licensed, insured professional service providers waiting to serve you. The service providers we use have been carefully screened and meet our stringent Service Standards, and they are constantly rated by you and other Old Republic Home Protection customers.

### ***Do home warranty plans cover appliance or system replacements?***

Yes. You may already have warranties on individual items in your home, check the home warranty carefully—some warranties cover only parts and labor. With Old Republic Home Protection, you receive parts, labor, and/or replacement. Please review our Plan for complete coverage terms and conditions.

### ***Are one-year home warranty plans available on all homes?***

Yes. You can receive coverage regardless of the age of your home. Our warranty Plan covers homes up to 5,000 sq. ft. Homes over 5,000 sq. ft. or multiple units require a special quote. To receive a quote, please call us at 800.445.6999.

### ***Can I buy a warranty from a manufacturer rather than a home warranty company?***

You could, but it would cost you more. Various manufacturer warranties offer coverage on their own particular system or appliance. You could buy individual warranties from several different companies to cover all your appliances, but this could cost you up to \$1,500 or more per year! And you still wouldn't have coverage for your major home systems, such as plumbing, electrical, heating, etc.—items that Old Republic Home Protection includes in one reasonable fee! The benefit of covering your entire home through Old Republic Home Protection is that you receive coverage for your major systems and appliances with one policy—one low premium—and one number to call for service.

### ***What is the difference between my homeowner's insurance policy and a home warranty plan?***

Old Republic Home Protection's one year home warranty covers items that are not covered under your homeowner's insurance policy, filling a critical gap in the protection of your home. For example, if your dishwasher leaks and water damages the floor, your homeowner's insurance policy may cover the damage to the floor, but not repair or replacement of the dishwasher itself. With an Old Republic Home Warranty, your dishwasher is covered!

### ***Can I renew each year?***

Yes.

### ***Can I have coverage for other homes I own?***

Yes.

### ***How do I sign up?***

Just call 800.445.6999. No forms or paperwork are needed—no inspection is required. And all premiums, whether for coverage during the listing and closing period or for the home buyer after close of sale, are paid at closing so you don't even need to budget for the extra expense!

### ***What could be simpler?***



*Coverage*

# HIGHLIGHTS

**SAMPLE COVERAGE**

Primary Gas, Oil, or Electric Heater

Ductwork

Drain Line Stoppages

Plumbing Pipe Leaks

Toilets

Water Heater

Recirculating Pump

Instant Hot/Cold Water Dispenser

Garbage Disposal

Water Pressure Regulator

Sump Pump

Built-in Jetted Bathtub Motor & Pump

Electrical System

Exhaust, Attic, Ceiling Fans

Central Vacuum

Dishwasher

Trash Compactor

Oven/Range/Cooktop

Built-In Microwave Oven

Garage Door Opener

**Options Available – Buyer Only**

Air Conditioner<sup>+</sup>

Swimming Pool/Spa/Hot Tub/Portable Spa Equipment

Additional Pool or Spa Equipment

Washer/Dryer (per set)<sup>+</sup>

Kitchen Refrigerator<sup>+</sup>

Wet Bar Refrigerator

Limited Roof Leak Repair

<sup>+</sup>Included in Standard Plan in some states.

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- Items Replace Like-for-Like Quality
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- No Maximum Dollar Payout
- Common Systems Covered on 4 Units or Less

*The Leader in Service*

- Offering quality service since 1974!
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Please see Application for details of coverage, limitations, and exclusions. Coverage varies by state and can change without notice.

Not all coverage items available in all states. See your specific state plan for details.



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