

MOVING – One Part Made Simple

A Practical Guide & Workbook for Moving

***Practical Tips on -- Sorting -- Cleaning -- Donating -- Packing +
Unpacking and How to Find a Moving Company***



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Photograph by Sue Miller

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Introduction

Unless someone has been in the military, most people move very few times in their adult lives. Many people decide to “Downsize” as they get older – the children have moved out, you don’t want to maintain a large home and yard or you may want a one level home. When you make the decision to downsize to a smaller home you will find yourself dealing with relics from your children’s childhood and maybe lost items from your own childhood. You may have memories similar to one of us. When cleaning out her childhood home – the attic had tennis rackets from the 1930s, trunks from the turn of the 20th century, and clothing and dishes from both her mother’s parents and her father’s parents. The task of sorting through everything may make you feel as if you are on an archaeological excavation, or least a sociological search of the past and can seem overwhelming to many.

Once you make the decision to move or downsize you may feel panicked or begin to make lists. Perhaps you procrastinated as we have. Like many large jobs, if you break down the job of cleaning out, sorting and organizing into smaller tasks you will find that you will think more clearly about what you need to do to accomplish your goal of downsizing.

This booklet breaks these moving tasks into smaller, logical pieces. These are numerous steps along the way that are laid out in the progression in which they are usually accomplished. This book provides you a moving roadmap to help on your downsizing journey.

Moving is a process that you will engage in after you have made the momentous decision to move. This is also a transition, and it is a transition in its full meaning of changing from one state to another. Some days you will think it is two steps forward and one back and the next day it will seem to be only one step forward and two steps back. Moving is similar to the childhood game *Candy Land* where the ladders that could go upward and downward at the same time. This is what it feels like when you begin this journey of dismantling your home and moving.

There is no one timeline for the downsizing process. Some people take two years to clean out their home and prepare their house for sale, while others do it in a very short

period of time. You are going to need a good amount of time, a good bit of patience and you are going to use a good bit of sweat to downsize and move. No doubt you will also have to invest some emotional energy to accomplish all the tasks necessary to move. If you can, always keep a good sense of humor and a lot of water on hand.

Remember, transition is not a four letter word, although at times you may think it is!

Pricing and Costs

You will find many areas in this workbook where we suggest you hire professionals to assist you. Each professional you talk to should expect to give you a price quote or a price range. Ask for the price quotation in writing and a contract for the work. Don't be afraid to ask for a detailed quotation if a professional does not break down all the services. Detailed quotes will allow you to better compare services and pricing.

DO NOT PAY FOR THE WORK UNTIL IT IS COMPLETED!

You may pay for 1/3 of the work if 1/3 of the work is completed. You may give a professional a small down payment, but no more than 5 to 10%. You may prepay some professionals, such as a painter, for the purchase of supplies they need to begin the job. Never pay for 2/3 of the work when only 1/3 is completed.

In the body of this book you will find lists of the professionals you may wish to hire to assist you in your move and as well as charts to help you keep track of all the payments and costs.

LOCAL EXAMPLE

This is a local example model workbook. The authors have given you references that are pertinent to their region of the country so that you can model your information and needs on a fully outlined example!

Step One

There are three parts to **Step One**. The three parts need to be read and considered together to plan for the initial step in dealing with your move and downsizing.

Step One includes:

A: Organizing and Sorting

B: Sorting and Staging Help!

C: Your Septic System: What do you have to do?

Step One A: Organizing and Sorting

Most of us are of the species pack rat. Simply put, we are living with items we have collected over a series of years and have stashed them in all manner of corners and places in our homes. You will find things you do not even remember having! You might even come across that school scarf you had in high school even though you graduated from high school over 30 years ago. Be prepared to find many ‘old’ treasures and some items where you think ‘why did I ever keep this?’

A good first step is to begin sorting and organizing all the items within your current home. This word *all* is a VERY BIG WORD in this context. You need to review and look through everything in your home. To begin this process we suggest you categorize your clothes, furniture, dishes, books and everything else into three categories:

- Throw it away ...
- Give it away ...
- Save it!

Organizing can be a long process so don’t be surprised if items move between categories several times before you are finished this sorting and organizing step. Unlike on TV, you won’t have a perky TV-hostess push through this process in under an hour. You should consider each item carefully. It is important not to throw anything away that you think will go into either of the other piles eventually!

It is also important to keep in mind as you sort and organize that many people in your community do not have enough of everything. There are many organizations that accept

donations of clothing, furniture, toys and more. Someone will be very glad to have what you can no longer use. We will offer donations suggestions further on.

There are people who will tell you to take the minimum of furniture and other items when you move. And there are people who will tell you to take as much as you want to your new home even if you think it will not all fit. The more important question to ask is ‘do *I need a storage facility?*’ If you are downsizing you may want to save items to pass down to your children or grandchildren. For instance, do you have a child who had bunk beds and you don’t want to get rid of them yet because this child is not married or does not have children yet? Or do you have your mother’s hutch and you do not want it in your new home, but you are not yet ready to get rid of it? Or do you have an artificial Christmas tree stored in a multiplicity of black trash bags that currently takes up half your attic as one the authors does? Anyway, the point is to consider putting some of your items in storage for a rainy day and to move as chess pieces as you settle into your new home.

Let’s get back to the items you need to review for your three categories of the trash pile, the give away pile and the save pile. The following areas need to be considered:

• Air Conditioners	• Food on Shelves, in Pantry
• Antiques	• Food in Refrigerator
• Appliances	• Food in Freezer
• Automobiles	• Furniture
• Bedding and Mattresses	• Jewelry
• Books	• Magazines and Newspapers
• Building Materials	• Old Construction Tools
• Carpeting	• Paint and other Toxic Materials
• CDs and Records	• Toys
• Cell Phones	• Wall Pictures
• Clothing	• Work Out Equipment
• Electronics	• Yard Tools
• Eye Glasses	• Other

One of the first things we suggest you do is to make a list of all your furniture and wall hangings. After you make this first list, make a second list of the furniture items and wall hangings that you want to take to your new house. One thing you can do is make furniture paper dolls to arrange in the new home's rooms and spaces. If you are more technical, there are several different software programs that will allow you to create a 3D image of your room with all the furnishings. Don't be surprised if items move between lists as you clean out your current home and plan for the new one.

We suggest that you do not throw away items that you could donate or recycle. You can give your books to your community library¹ in most towns and cities. Your town or city may also have a recycling group. This is a good first place to contact about donating and recycling items. They will not take any and all items, but they will know local groups in your community that will accept specific items and specific categories of items.

In the Concord, Massachusetts area the recycling group is **REUSIT**. Their address is Box 574 Concord, MA 01742. The web site outlines what it does and does not accept. This is typical of a web site where you can donate items. The **REUSIT** web site is <http://www.concordnet.org/dpw/recycle/html/REUSIT.html>. The current President is Barbara Wheeler - 978-369-9518 barbhweeler@msn.com.

We suggest you enter your local recycling group name and other information in the following chart.

¹ Suggestions for where to donate your household goods and clothes are just that suggestions; they are not endorsements; they are however places where the authors know people have previously donated to or used if it is a sale.

Local Recycling Group Information Table

Name of your local recycling group: _____

Contact information/telephone number: _____

What they will not take: _____

Comments/notes: _____

Who else can I donate too? Here is a list of national organizations that accept donations:

Goodwill Industries International will accept books and many of the following items in good condition:

• Antiques, collectibles	• Appliances (small)
• Artwork	• Bedspreads, blankets, curtains, tablecloths, decorative pillows
• Bicycles	• Books, records, tapes, CDs, DVDs
• Clothing, belts, scarves, ties, pocketbooks	• Cookware, dishes, pots and pans
• Games and toys	• House wares and decorative items
• Jewelry	• Sporting goods

Goodwill **will not accept** many items, including:

<ul style="list-style-type: none"> • Automobiles or automobile parts, oil, gasoline, or tires 	<ul style="list-style-type: none"> • Any item in need of repair or with missing parts
<ul style="list-style-type: none"> • Any item in need of repair or with missing parts 	<ul style="list-style-type: none"> • Baby Seats
<ul style="list-style-type: none"> • Bathroom fixtures 	<ul style="list-style-type: none"> • Building material
<ul style="list-style-type: none"> • Car Seats 	<ul style="list-style-type: none"> • Clothes hangers
<ul style="list-style-type: none"> • Computer monitors 	<ul style="list-style-type: none"> • Firearms of any kind
<ul style="list-style-type: none"> • Food, beverages 	<ul style="list-style-type: none"> • Furnaces, wall heaters
<ul style="list-style-type: none"> • Furniture in need of repair or reupholstering 	<ul style="list-style-type: none"> • Household chemicals, paint, cleaning products
<ul style="list-style-type: none"> • Inflammable materials 	<ul style="list-style-type: none"> • Large appliances
<ul style="list-style-type: none"> • Mattresses or box springs 	<ul style="list-style-type: none"> • Office furniture
<ul style="list-style-type: none"> • Pillows 	<ul style="list-style-type: none"> • Propane tanks
<ul style="list-style-type: none"> • Televisions 	<ul style="list-style-type: none"> • Water heaters

Goodwill's website is <http://www1.goodwill.org/page/guest/about>.² If you have no Goodwill collection site near you the web site offers you the option of finding stores closest to your home that accept donations. It will also offer phone numbers to gain further information on how to donate. In Massachusetts you may contact Goodwill at:

1010 Harrison Ave. Boston, MA 02119

Phone: (617) 445-1010 or 1-888-828-GIVE (4483)

The ***Big Brother and Big Sister Association*** will accept donations of clothes and furniture. This is a good option as they offer house and curbside pick up to make it easier for you to give to needy families. They also accept automobile donations. You can visit their website at <http://www.bbbsa.org>.³

The ***Household Goods Recycling Ministry [HGRM]*** in Acton, Massachusetts also accepts donated goods. You may find them on the web at www.hgrm.org. At the HGRM page http://hgrm.org/items_not_accepted.htm you may find many other links in eastern Massachusetts where you may donate household goods.

² Remember everything that you can find on-line you can also find in your local phone book. Look in both the yellow and white pages when searching for trades people and where you might donate your no longer wanted goods.

³ **We suggest you go to the websites outlined in the workbook to find the lists of what will be accepted for sale or donation and what will not be accepted!**

Now let's discuss where specific categories of items may be donated and disposed of:

- **Air Conditioners**

- You may donate air conditioners to *your church, other religious organizations, schools or other charities, including Goodwill.*
- In the Concord Massachusetts area you may be able to sell air conditioners at an eBay reseller such as <http://www.concordtrader.com>.
- You may sell air conditioners on *eBay, Craig's List* and other similar websites; if you sell on-line we suggest you make pickup at your house, and do not agree to deliver; *eBay's* website is www.ebay.com and *Craig's List* is www.craigslist.org. *If you do not want anyone to know where you live you should arrange for pickup away from your home.*
- If you feel that your old air conditioner is something that you want to dispose of, contact your local town. They will give you information on whether you can have an "appliance pick-up" on your trash day or if you have to make specific arrangements to dispose of it.

- **Antiques**

- We suggest you give antiques to *family members* as they will bring great joy to future generations of the family. If family members do want antiques, you can sell them in your local area.
- In the Concord Massachusetts area you may sell your antiques at an eBay reseller such as <http://www.concordtrader.com>.
- We suggest you contact a *local antiques store* that you have hopefully used previously. Keep in mind that:
 - Most local antique dealers will come to your home to appraise the items that you want to sell; and
 - Some will take all that you want to sell for one price.

- **Appliances**

- Small appliances can be donated to *Goodwill.*
- You may donate appliances at the *Household Goods Recycling Ministry* in Acton, Massachusetts.

- *Local real estate office* can find local buyers for appliances who will pick up from your home.
- In the Concord Massachusetts area you may be able to sell your appliances at an eBay reseller such as <http://www.concordtrader.com>
- Larger appliances may be sold on *eBay*, *Craig's List* and other similar websites. If you sell on-line we suggest you make pickup at your house, and do not agree to deliver; *eBay's* website is www.ebay.com and *Craig's List* is www.craigslist.org
- **Automobiles**
 - *Many charities and non-profit organizations* are accepting automobiles for donation, such as *NPR*, certain veterans organizations and *Big Brother and Big Sister Association*. Some of these organizations will pick up your car and tow it away with no cost to you.
 - In Massachusetts you may sell you car through the '*Want Advertiser*'; you can research this type of sale at their web site <http://www.wantadvertiser.com/>.
 - You may also sell automobiles on *eBay*, *Craig's List* and *vehix.com* websites. If you sell on-line we suggest you make pickup at your house, and do not agree to deliver; *eBay's* website is www.ebay.com, *Craig's List* is www.craigslist.com and *vehix.com's* is www.vehix.com.
- **Bedding and Mattresses**
 - *Goodwill* will accept donations of sheets and blankets, but not mattresses or pillows.
 - We suggest you call a *local homeless shelter, feeding kitchen and the AmVets* to determine if they will accept donations of mattresses and pillows.
 - You may donate bedding and mattresses at the *Household Goods Recycling Ministry* in Acton Massachusetts.
 - You can leave a mattress and box spring on the edge of the property with a free sign on them. In many cases, people are more than happy to take a free item that is in good shape.

- **Books**
 - You may donate books to a *local library*.
 - You may also donate books to *Goodwill*.
 - In the Concord Massachusetts area you may sell your books at an eBay reseller such as <http://www.concordtrader.com>.
- **Building Materials**
 - Building materials may be sold on *eBay*, *Craig's List* and other similar websites. If you sell on-line we suggest you make pickup at your house, and do not agree to deliver; *eBay's* website is www.ebay.com and *Craig's List* is www.craigslist.org.
 - You might call your local *Habitat for Humanity* to see if they need what you have to donate; their national website is <http://www.habitat.org/>.
- **Carpeting**
 - Carpeting may be sold on *eBay*, *Craig's List* and other similar websites. If you sell on-line we suggest you make pickup at your house, and do not agree to deliver; *eBay's* website is www.ebay.com and *Craig's List* is www.craigslist.org.
 - You may donate carpeting at the *Household Goods Recycling Ministry* in Acton Massachusetts; you may reach them at the web site www.hgrm.org.
 - Carpeting is also among the items that people will accept free when you put on the curbside
- **Cassette Tapes, CDs and Records**
 - Many *libraries* will take CDs and records.
 - Many stores, like Newbury Comics, Strawberries and Tower Records, will purchase cassettes and CDs from you.
 - In the Concord Massachusetts area you may be able to sell your CDs and Records at an eBay reseller such as <http://www.concordtrader.com>.

- **Cell Phones**
 - You can donate cell phones to *hospitals* with indigent populations; the phones are reprogrammed and given to families who need to be in close contact with a hospital; in the Boston area *Boston Children's Hospital* accepts such donations.
 - You may donate your cell phone to your *local battered women's shelters*. Some retail stores do have collection boxes for phone donations.
 - You may donate your cell phones to your *local police department*.
- **Clothing**
 - Clothing may be donated to your church and other religious organizations.
 - Clothing may also be donated to *Goodwill* or *Big Brothers and Big Sisters Association*.
- **Electronics**
 - This category includes computers and other similar technical tools. These items are often useful to *inner city schools* and students if the tools are newer than five (5) to seven (7) years old
 - In the Middlesex County area you may donate to:
 - Robert Ambrose, President
 - Enabling Support Foundation, Inc
 - 934 Lowell Road
 - Concord MA 01742
 - 978-369-5593
 - ambroser@rcn.com
- **Eye Glasses**
 - You may donate eye glasses to at any place of business that makes eyeglasses. Donated glasses are given to the *Lions Club* and rehabilitated to be given to the poor.
- **Food on Shelves, in Pantry**
 - We suggest you donate any food to a *local food pantry*; there may be one available through your church or other religious organization. Also many grocery stores and various bank branches have collection bins for their local town pantry.

- **Food in Refrigerator**
 - We suggest that food in a refrigerator that is not going to be moved be thrown away.
- **Food in Freezer**
 - We suggest that any food in a freezer that is not going to be moved be thrown away
- **Furniture**
 - Furniture may be sold on *eBay*, *Craig's List*, or other similar websites. If you sell on-line we suggest you make pickup at your house, and do not agree to deliver; *eBay's* website is www.ebay.com and *Craig's List* is www.craigslist.org.
 - *AmVets* will take furniture donations and will often pick up at your home. The national *AmVets* website is <http://www.amvets.org/>.
 - You may donate furniture at the *Household Goods Recycling Ministry* in Acton Massachusetts.
 - Furniture may be purchased by antique dealers; they may offer to take the entire contents of your home.
- **Jewelry**
 - Jewelry can be given to family members or sold to many *jewelry* and *antique shops*.
 - In the alternative, jewelry can be donated to *Goodwill*.
- **Magazines and Newspapers**
 - Most schools and churches no longer take magazines.
 - The *Seafarers Friend in New England* will accept donation of books and magazines and some newspapers. You can visit their website at <http://www.seafarersfriend.org/>.
 - If you have backed up newspapers we suggest you consider them trash.
 - If you have specialty magazines some libraries will take them.
 - Many magazines will need to be considered trash.
 - In the Concord Massachusetts area you may sell some print products through an eBay reseller such as <http://www.concordtrader.com>.

- **Old Construction Tools**
 - You may sell old construction tools at the *Union Hill Antique Tools* website <http://www.tooltimer.com/index.html>.
 - You can also sell old construction tools at *Jonesport Wood Company*. their website is <http://www.jonesport-wood.com/jwabout.htm>:
 - Either of these places may be able to point you to a similar organization or store in your local area.
 - In your local area you can consult your *local hardware store and/or your local lumber business*.
- **Paint and other Toxic Materials**
 - Many *communities* have places where you may take old paint and other toxic materials for disposal. Call your town hall or city hall to determine which group in your community does this work. Please do not put such items in your trash.
 - In Concord there are two drop off Saturdays for recycling, typically spring and fall each year – look in the local paper or call the Concord Public Works Department for these dates.
 - If you have Concord curb side pick up this is a free service once a year; you can get your ‘free’ ticket from the Public Works Department.
 - You may take paint and other toxic material to Lexington, MA once a month in the warm months of the year. Call the Lexington town offices for the dates, times and drop off place.
 - You may have to pay to have these items recycled as they may have hazardous chemicals that are not easy to dispose of.
- **Toys**
 - *Many charities* will take good, clean used toys and games.
 - **Goodwill** will take toys.
 - You might also consider *local battered women’s shelters* for toy donations.

- **Wall Pictures**
 - You may have a *local second hand goods store* that will take wall hangings for sale, and perhaps on consignment.
- **Work Out Equipment**
 - *Goodwill* will take some sporting goods.
 - You may have a *local second hand good store* that will take work out equipment for sale, and perhaps on consignment.
 - You may also try *local gyms* for donations or sale of used work out equipment.
 - You may donate them to a *school swap*; in the Concord, Massachusetts area *The Fenn School* has a sporting goods swap and sale each year.
- **Yard Tools**
 - *Goodwill* says nothing about yard tools.
 - You might consider giving them to a *neighbor* or putting them out for free.

Enter your recycle and removal information in the chart below:

Recycle and Removal Table

<i>Recycle/removal Category</i>	<i>Recycle/Removal Destination</i>	<i>Date Accomplished</i>
Air Conditioners		
Antiques		
Appliances		
Automobiles		
Bedding and Mattresses		
Books		
Building Materials		
Carpeting		
CDs and Records		
Cell Phones		
Clothing		
Electronics		
Eye Glasses		
Food on Shelves, in Pantry		
Food in Refrigerator		
Food in Freezer		
Furniture		
Jewelry		
Magazines and Newspapers		
Old Construction Tools		
Paint and other Toxic Materials		
Toys		
Wall Pictures and Hangings		
Work Out Equipment		
Yard Tools and Equipment		

<i>Recycle/removal Category</i>	<i>Recycle/Removal Destination</i>	<i>Date Accomplished</i>
Other:		

If you do not want to deal with donating items at many places or you want one point of collection we suggest you go to <http://www.1800gotjunk.com>. This is a nationwide home removal company. Keep in mind that this is a service you pay for. Rates are based on the following:

- City where junk is located
- Volume of material
- Nature of material you have (heavy items i.e. concrete, are charged using bed load rates)

A full truck load includes:

- All labor
- All transfer station/landfill costs
- All weight charges

As you see outlined above there are many items that you can put outside your house with a ‘free’ sign. We have successfully given away a mattress and box spring, rugs and a high chair in this manner. If you ask your family and friends, you may find similar happenings.

It is important to remember that you do not need to do all this sorting and organization yourself. You may have *family help* or you can hire *professional help*. You might hire an organization assistant to come once a week the day before trash day to assist with initial cleaning out and sorting. You can jump ahead to **Step One B** in this workbook for some ideas in this area.

At this point in the process you need to consider purchasing *boxes* and hiring a *dumpster*. You have probably noticed more and more dumpsters in the driveways of houses and in other places on residential property when there is no obvious construction going on.

There is a **national dumpster firm** that you may reach at website <http://roll-offsusa.com/>. They offer residential dumpster services. You should also look in your local phone book and ask your friends who have moved recently what service they have used.

You may also want to get a *storage POD* at this time. A POD will allow you to store the furniture and items that you will take to your new home. This way the remaining furniture and furnishings you leave in your home will keep the house from looking empty when it is on the market. If you do this you may not need as big a dumpster, but then again you may.

Many people have luck getting free boxes from a local bookstore. You can ask at any Barnes & Noble or Borders for medium & large boxes. You may also purchase boxes from moving companies and companies such as U Haul, which specializes in offering services to people who are moving without actually hiring a moving company. There are also on-line businesses where you can purchase boxes. Use key words 'purchase boxes' to pull up several sites to purchase boxes through the web.

The *U Haul* website is <http://www.uhaul.com/>. It includes a category of moving supplies that includes boxes. See <http://www.uhaul.com/boxes/>. This site helps you estimate how many boxes you may need. It also compares the durability of U Haul boxes to others you can purchase. This is a very good site to begin your box research! We suggest that you get a good number of smaller boxes for your small items as it is difficult to find your smaller items in the larger boxes that hold your bedding and clothes. In an effort to save on materials such as packing peanuts, you may want to consider using newspaper, bedding and towels to help cushion any breakable items you are packing.

You may also want to get some good sized plastic boxes or tubs at this time as well for storage of items that you are going to keep. You can bet such boxes at *WalMart*, *Target* and *Bed, Bath and Beyond*, plus other similar stores. Rubbermaid makes various sized plastic boxes that are easy to open, stack and store.

We also suggest you get a shredder if you do not already have one. You can purchase one at Walmart, Staples or another similar store for about \$40.00. During your sorting you may find that you have more than seven [7] years worth of tax receipts and forms and other outdated personal information such as phone bills. We suggest that you shred

this old family and business information and not just consider it trash. You do not want anyone to get your social security number, credit card numbers and other information. You do not want to participate in the ***identity theft*** industry at all.

Sorting and Organizing Value

In returning to the pack rat metaphor you will now understand that we all have too much in many areas of our homes. Our bookshelves are often packed with books and photographs, with small items scattered around as well. It is important to remember the prospective home buyers want to look at a home this clean, bright and clutter free. Busy shelves do not show well when people walk through your house. If you do your sorting and organizing chore before you put your house on the market you will gain value in that your house will look better when it is shown after listing for sale. This is money in your pocket!

Experts Contact List

As you do this first step of sorting and organizing you may also be working on the purchase of the new house. You will no doubt have several business cards and slips of paper with names and phone numbers of the experts you are working with. This list of experts may include:

• Your real estate broker	• The listing real estate broker
• The seller of the house you are purchasing	• An architect if you are building a new house or condo
• Your lawyer ⁴	• The buyer of the house you are selling
• A building inspector	• Decorator/Stager
• Moving manager	• Mover
• Mortgage broker or bank	• Insurance company, and
• Others	

⁴ Make sure your attorney does at least 30% of his business in real estate; your estate planning attorney is not always appropriate for your real estate work.

We suggest you keep all the information about your experts in one place. For each of these experts you may need the following information:

• Name	• Business mail address
• Business phone number	• Home phone number [at times]
• Fax number	• Email address.

Use the table below to collect all this information on all the experts who are assisting you.

Expert Contacts List Table

<i>Expert</i>	<i>Name and Business Address</i>	<i>Business Phone Number</i>	<i>Home Phone Number</i>	<i>Fax Number</i>	<i>Email Address</i>
Your Real Estate Broker					
The Other Real Estate Broker					
Seller of house you are purchasing					
Buyer of the house you are selling					
Your Lawyer					
Architect					
Building Inspector					
Your Stager					

<i>Expert</i>	<i>Name and Business Address</i>	<i>Business Phone Number</i>	<i>Home Phone Number</i>	<i>Fax Number</i>	<i>Email Address</i>
Your Moving Manager					
Mortgage Broker					
Mover					
Bank					
Insurance company					
Others:					

Step One B: Sorting and Staging Help

There are a number of businesses that help people who need to clean out their house and stage their house when they are planning on moving. There are such things as *move managers* and *home staging experts*.

There is an organization of organizers, the **National Association of Professional Organizers**. You may reach them through their web site at <http://www.napo.net/>.

There is also an **organization for moving managers**. You may reach it on the web at www.nasmm.org. This organization will help you in sorting and moving to a smaller environment. On the website you may go to your state and find all the individuals and businesses that do this work.

Any *moving manager* should quote a price or a price range before you hire them. Ask them for a written price or contract with a breakdown of services, and only pay when the work is completed.

A *move manager* is a professional who specializes in assisting adults and families with the emotional and physical aspects of relocation. They may have backgrounds in gerontology, social work, health care, nursing and psychology. Although specific services vary, most Senior Move Managers can help with some or all of the following:

- Developing an overall move plan.
- Organizing, sorting and downsizing.
- Customizing new floor plans.
- Arranging for the profitable disposal of unwanted items through auction, estate sale, buy-out, consignment, donation or a combination of the above.
- Interviewing, scheduling and overseeing movers.
- Arranging shipments and storage.
- Professional packing.
- Unpacking and setting up the new home.
- Related services, such as cleaning, waste removal, shopping, a senior escort, assisting with selection of a realtor and helping prepare the home to be sold.

Some *managers* provide these services directly while others function in more of an oversight role. All move managers should have knowledge about the costs, quality and availability of community resources.

Costs may run as follows:

- Moving information consultation \$125.00 per hour.
- Further planning \$75.00 -- \$90.00 per hour.
- Packing and unpacking \$65.00 per hour.

Organizer assistance is available at a range of \$25 -- \$65/hr per person in the Concord, Massachusetts area. Make sure you ask for referrals from the house organizer, especially at the upper range of hourly price.

Many *organizers* will charge a minimum of 3 hours even if you use only an hour of their time. In the Concord, Massachusetts area we have found a 1 – 3 hour minimum range.

It may make sense for you to plan for 4 hours in a morning session and then 4 hours for an afternoon session.

Step One C: the Septic System: What do you have to do?⁵

If your house is connected to your town or city sewage system skip this step.

Now to something else you do not want to deal with! During your organizing and sorting phase you should also do any and all work on your septic system at the same time. You will need to have an inspection of the current condition of your septic system. The inspection costs between \$150.00 and \$700.00.⁶

If it is determined that your septic system needs to be replaced it may take between 12 to 18 weeks to get this accomplished. This is an approximate time frame from our experience. The reason it takes this long is that there are several contractors and town/city boards involved in the replacement of your septic system.

The steps in getting a septic system inspection and/or replacement include:

- Inspection.
- If the system failed a second inspection is recommended. ***Do not pump your system if you are going to obtain a second opinion***
- Appointment with the town/city Board of Health to meet with your engineer to do a new perk test and determine where the new system will be located.
- The engineer will design a new system. Ask for five [5] copies of the new design for the firms you contact to build the new design.
- Find the firms to bid in your local yellow pages.
- Bid the construction work. We suggest you send out to three firms in hopes that you will get two or three bids in return. The bids may differ as much as 40% from low to high.
- Ask for references from the companies you have asked for bids from. You may also want to check with the Better Business Bureau.
- Get a contract signed for the work to be done.

⁵ Septic system review is controlled by state law; in some states it is part of the buyers inspection; in other states it is part of the seller's preparation.

⁶ All of the dollar figures within the workbook are estimates only; the costs and expenses will differ from state to state and even within states.

- Fit into the contractor's schedule. After the construction of a new septic system the Board of Health will issue a certification of compliance

If it is determined that your septic system needs to be replaced you should use a second and different person or business to do this work to avoid a conflict of interest.

A new septic system *on average* may cost between \$6,000.00 and \$30,000.00. A typical new septic system often ranges between \$10,000.00 and \$15,000.00.

Ask your real estate agent if the seller or the buyer is responsible for septic system testing, and repair and replacement.

Step Two: Recycling and Removing

There are a number of ways to accomplish recycling and removal.

- The *moving managers* you may have hired will do these recycling and removing tasks as part of their contact with you.
- *Transportation Assistance* is often available at \$25/hr per person, or an individual will bid on the whole removal job. Use your yellow pages and the word of mouth approach for this service.
- If you do not want to deal with donating items at many places or you want one point of collection we suggest you go to <http://www.1800gotjunk.com>. See more information on this business and its costs in **Step One A**.
- Use the table you developed in **Step One A**.

Even though this can be a time consuming process there is value in doing the recycling and removal step. Everything you remove from your home makes it less cluttered and more appealing to prospective buyers.

Once you have completed the sorting and have made your decisions on what to keep and what to get rid of this task can be accomplished very quickly. It is our suggestion that you do the recycling and removal tasks as you sort and make your decisions. This is a similar method of cleaning up while you are cooking or baking so there is less to clean when you are finished. As in cooking and baking you cannot do all clean up during the process, but you can donate books to the library, donate clothes and remove many other items during the recycling and removal step.

Step Three: House Renewal

This renewal step may take up to a year to accomplish. If you are seriously considering putting your home on the market you should be thinking about what renewal projects you will want to do to accomplish this phase. It can include the following “flowing” renewal projects:

- Hardwood and other floors.
- Painting walls.
- Garden renewal and landscaping issues.
- Exterior painting.
- Kitchen projects.
- Bathroom projects.

If you live in a small house that you believe may be purchased by a developer as a “Tear Down” you will need to re-think this renewal phase. You need to think what SMALL means in your town or city or geographic area.

In one community in New England many houses built after World War II that were enlarged are being bought and torn down. This is the process called ‘mansionisation.’ We know a community member who put \$10,000.00 into renewal projects to see the home where he raised his family torn down. He was more annoyed about the expenditure of the \$10,000.00 than the tearing down of his memories.

Ask your real estate agent if your builder is likely to purchase your house and tear down the house before building a new house on your lot.

In other words you do not want to do any renewal project and spend any money that will not be useful to make the sale.

If you do plan on renewal projects we suggest you pack every day use belongings in small boxes. This way you will be able to find things more easily if you have to ‘live out of boxes’ for awhile.

You may already know a number of trade people in your geographic area that you have used for other jobs. If not, we suggest you consult among others the yellow pages in your area using handyman as your keyword.

Additionally there is a 'Mr. Handyman' franchise business and can be found in both the yellow pages and on the web at <http://www.mrhandyman.com/>.

Unless you have used an individual before for similar work in the past, we recommend that you obtain three estimates for any renewal project that is going to cost you more than \$1,000.00.

Pre-moving and Storing Step of All Furniture

You need to do this task to renew your floors and to repair and paint any walls. This will also complete the first step in staging your home for sale.

You may have begun your furniture sorting in **Step One** or you may have just sorted and discarded the smaller items in your home. Either way it has to be begun or completed at this stage.

We suggest that all the furniture that will be returned for the rooms that are being renewed and will remain for staging be stored on-site. At this stage any other furniture can be given away to children or grandchildren or sold and donated. Remember the members of your community who are not as well off as you are and can use your old furniture and appliances. Refer back to **Step One** for ways to sell and donate furniture and appliances.

Remember you will need a place to store all these items during the renewal phase, and the remaining items that you do not move back in after renewal. The storage area may be part of your basement, your garage, a storage POD in your yard or an off-site storage facility that goes beyond your adult children's garage.

For the items that you are going to store on-site we suggest you mark out a discrete area in your attic, garage, basement or other storage areas and store the smaller items in clean boxes. This way if these items are still in on-site storage when you show your house it will all look clean and appropriate when your home is shown to prospective buyers.

Please refer to **Step Four** in this Workbook for more information on staging your home for sale.

Sanding and Redoing the Your Hardwood Floors

Hardwood floors are in! Currently! It will show your home better and it will sell better if your hardwood floors are briskly sanded with a high gloss polish on them.

The approximate cost of sanding and refinishing hard wood floors is approximately \$1.50 per square foot. If you do this work prior to putting your house on the market it will show better. If you have carpeting covering your hardwood and wish to refinish the floors, you can save substantial money by pulling up the carpeting yourself. You can then cut the carpeting down into smaller rolls and put it out for your weekly trash pick-up.

For every \$1.00 you invest in this renewal project you a can expect from \$4.00 to \$6.00 return.

Painting of the Interior of Your House before Putting It on the Market

What is true for hardwood floors is also true for fresh painting in strategic areas of your home. Think about your front door entry way, your kitchen and bathrooms plus your laundry room if it is not in the basement. You know the critical areas of your home and the ones that have not been refreshed in a long time. Make a list before your talk to a painter so that you will know what you want and not get talked into having more done. Also, this way you can ask for an estimate that is broken down into areas or rooms.

To remove all wallpaper and paint a 2,000 square foot area your expenses will range from \$5,000.00 to \$15,000.00 for the renewal. The cost should include paint and materials and labor. Remember, once you choose a contractor, it is not uncommon for them to ask for a down payment to pay for supplies need for the job.

Your expected return is \$4.00 for every \$1.00 invested.

We suggest that you collect all the trades people you use in the table outlined below;

Trades People Table

<i>Trades Person</i>	<i>Name and Business</i>	<i>Business</i>	<i>Home</i>	<i>Fax</i>	<i>Email</i>
	<i>Address</i>	<i>Phone</i>	<i>Phone</i>		<i>Number</i>
		<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Address</i>

Painter

Floor Renewal

Landscaper

For more information in this area we refer you to the '*Prepare Your Home for Profit*' article authored by Chris Upton.

Step Four A: House Staging for Sale

... and only move back in what will show well.

Staging

Staging is interior decorating aimed at creating an inviting environment for your buyer. It is a proven way to get top dollar for your home as you prepare it for sale. Homes that are staged sell faster and often for more money. Staging sets the scene throughout your home to create buyer interest and *may increase your home value by thousands of dollars.*

Many people have their homes furnished with all the items they have lovingly collected over many years. It all looks normal and comfortable to you and when you or the stager rearranges the room and removes items from the room to show the house it will look strange to you.

We have discovered in our own homes that rooms are over-loaded with our treasures and what pleases us. This does not mean that it will show well at all. You do not want potential buyers who walk through your home to be looking at a wall of color photographs of your children as they have grown and graduated. To us this is lovely, but you want the potential buyer to see the walls, and the over all room and not the furniture and other furnishings. The buy should be able to envision the room as they may see it, so less is more.

We suggest you move much of the furniture and the furnishings from many of your rooms and leave clear surfaces for showing to potential buyers. You want the mental picture in the buyers' mind to be well disposed when they leave your home. You want them to be thinking where they can put their furniture and wall hangings.

This means that you

- Must have a place to store removed items while you show your home.
- Your kitchen counters will be clear.
- There will be nothing on top of your stove or your refrigerator.
- The counters in your bathrooms will be clear.

- There will be no newspapers or books or socks cluttering any room.

Staging costs are often \$75.00 dollars for a 1 – 2 hour consultation. Many stagers will offer you the first hour free.

For every \$1.00 invested in staging you will gain \$4.00 to \$10.00 in value in your sale.

There is a **national organization of professional stagers**. You may reach them on the web at <http://www.stagedhomes.com/>. The website also has the ability to choose your state to find an appropriate professional to assist you. Another help on this web site are the before and after photographs for you see first hand how a stager will assist you in preparing your home for sale

There is an organization of organizers, the **national association of professional organizers**. You may reach them through their web site at <http://www.napo.net/>.

Step Four B: New Legal Documents

You may already have a *will* and a *durable power of attorney* and even possibly have a *health care proxy*. If you do and you are moving to another state you may need to change some of the provisions of these documents. At the least you may need to re-execute the documents by signing them again.

If you do not have such documents you may want to consider having them drawn up at this time. To begin your understanding of this area we offer you some definitions and outline of the documents and concepts spoken of in the first paragraph.

To begin this discussion lets begin in an area that is not very well understood – ***guardianship and conservatorship***. You must be wondering how these work as you grow older. Guardianship and conservatorship should be the last resort of an individual's family, for this involves a Court Hearing on the LEGAL COMPETENCE of an individual. One's proof of legal incompetence must be substantial because courts are reluctant to grant another individual control of the finances and/or physical safeguarding of an individual. These two areas are what a competency court hearing will decide. Keep in mind that if you have a hearing for guardianship and conservatorship, the hearings are very thorough and may delve into many family areas you will not wish not to discuss publicly.

In Massachusetts, as in most states, in both guardianship and conservatorship proceedings the individual must go through a medical evaluation, including a psychiatric evaluation, which could be traumatic for the individual. Please note the MEDICAL definition of COMPETENCE differs markedly from the LEGAL definition of COMPETENCE.

The ***medical community*** defines COMPETENCE as the degree to which a structure or an organ fulfils its specific function. The organ or structure must be able to perform the function for which it is designed. In other words, the brain of the individual must be able to think and remember a sufficient amount of information to make decisions about day to day living to be considered competent by the medical profession.

The organ or structure that is being considered in the ***legal context*** of COMPETENCE is also the brain. It involves an evaluation of how well the individual

can THINK, make MENTAL DECISIONS, and FOLLOW THROUGH on mental decisions.

A court must find that the individual is unable and incapable of taking care of him or herself to find the individual INCOMPETENT. The facts of one's specific situation must show that the individual is unable to THINK or ACT for themselves in matters of personal health, personal safety and their general welfare OR the elder is unable to make INFORMED DECISIONS as to his or her property and/or financial interests.

The standard of proof imposed by Massachusetts state law in guardianship and conservatorship is usually PROOF BEYOND A REASONABLE DOUBT, the highest legal standard.

The MENTALLY INCOMPETENT are considered MENTALLY HANDICAPPED at law. This does not mean that a person began life mentally handicapped, but due to the aging process or an accident the human mind has begun to fail.

Caregiver and family members MUST consider all other less drastic forms of personal protection and assistance for their parent before resorting to either conservatorship, which grants another control of the parent's financial holdings, or guardianship, which is a court grant of control to another individual, not only the individual's financial holdings, but the physical person of the elder individual as well.

One of the less invasive ways to deal with an individual's declining mental health and welfare is to have a *Power of Attorney* in place. A power of attorney is far less intrusive control and protection for an individual. It is basically a grant of power from an individual while they retain a reasonable level of competence. In this process one makes the decision to give control over certain aspects of their life to another individual.

This control may take effect immediately OR only upon the individual's subsequent disability or incapacity. If you decide to execute a power of attorney you can make the power DURABLE to extend through one's mental failure without the necessity of court petition for conservatorship or guardianship.

The power of attorney grant to another family member or another individual is deemed a *fiduciary trust at law*. A fiduciary trust is a business restriction on how the person who is granted the power of attorney cares for the assets and resources of the elder. The person who has such a power is *morally, ethically and legally bound* to act in

the BEST INTEREST of the individual who initially granted the power. It is not a grant to protect money for the future generations or a grant to spend funds on anyone but the elder.

A Power of Attorney may be revoked at anytime at the discretion of the person who writes the Power of Attorney, as long as they are competent.

The next document that you need is a **Will**. A will is a necessity if one wishes to distribute their assets without the assistance of a representative of the state and the federal government. A will is a written instrument in which an individual sets out how the property held in his or her name shall be distributed after death.

The courts often do not recognize a handwritten will as being legally valid.

A will comes under the heading of prudent planning, as does a durable power of attorney. Both you and your family should begin to plan for the end of life prior to a crisis arising.

At any stage of life, not all decisions can be made before an event or crisis occurs. It is important for family member to talk about it and gather resources so they can plan as smooth a transition as possible in a difficult emotion laden situation.

A Will may be revoked at any time at the discretion of the person who writes the Will, as long as they are competent.

A third document you should consider is a **Health Care Proxy**. A health care proxy is very much like a power of attorney - you grant another permission to make health and medical care choices and decisions in your name when you are no longer able to make these choices and decisions.

A health care proxy can also be written directions to doctors, other health care personnel and one's family or an institution such as a nursing home or hospital, to withhold or withdraw medical treatment, including machines and medication, that

prolong life. The document may also include instructions to administer drugs only to make the transition from life to death as pain free as possible. Every one has a basic right to determine for themselves any and all medical and surgical care and treatment, including all related matters.

To make these choices you must be mentally competent and to be able to act with a free and clear mind. *One who is terminally ill need not be incompetent.* Thus, certain individuals who are terminally ill may draw and execute a health care proxy after the illness has reached the terminal stage.

The health care proxy gives you the opportunity to express your wishes in advance, to provide a certain protection in the event of serious or terminal illness. Many people will choose a spouse, an adult child or other close family member or friend to act on their behalf.

A health care proxy may be revoked at any time at the discretion of the person who writes the health care proxy, as long as they are competent.

Currently, most hospitals and nursing homes and elder living communities are insisting that a health care proxy be executed before becoming a patient or resident in a hospital or a life care facility.

The value in a health care proxy is that one's family and medical professionals are aware of your wishes in the area of death with dignity.

Your health care proxy should be kept where many people can find the document, or document copy, when necessary. This is one of the documents you should give to an adult child or trusted other so that the outside world can be notified when necessary. Your bank box should not be the only place you keep this document.

The basic right of self-determination includes privacy and the right to control all medical decisions about one's person. Take the opportunity to consider writing a health care proxy at the same time a power of attorney or a will is written.

To be fully protected you need the following documents:

- ***Power of Attorney.***
- ***Will.***
- ***Heath Care Proxy.***

All three documents should be drafted by an attorney and executed and witnessed. All three documents could be written at the same time.

You should keep most of your valuables and original documents that you do not use often in your bank box. You may keep certain documents at your home in a dedicated place where your family can find them easily. If you choose to have a home fire proof safe or box make sure one or more other individuals have the combination or key for the box.

It also makes sense to have more than one name on your bank box. Many individuals choose a spouse or an adult child.

In your bank box you should keep the following items:

- The deed to your home.
- Your passports if you do not use them often.
- Antique and valuable jewelry.
- Negotiable bonds and company shares.

At home you should keep all together in one place:

- Your insurance policies.
- Your will.
- Your power of attorney.
- Your health care proxy.
- Your bank books.
- Your check books.
- The name of your attorney.
- The name of your insurance agent.

For more information on the law and elders we recommend the article '***The Law, Services, and Elders***' by Susan A. Miller, JD.

Step Five: Moving

Moving

The big day is quickly approaching and there are a number of moving choices to consider. You may:

- Pack yourself and have a moving company move your furniture and goods.
- Have a moving company pack and move your furniture and goods.
- Pack yourself and move yourself to save a good bit of money.

We suggest you interview three moving companies before making a decision on which moving company you will contract with to move your household goods. Also, consult your friends and family who have moved recently. They may have some recommendations from their experience.

You should ask the moving company a series of questions before you engage their services. Some of the questions to consider are:

- How much will it cost to move?
- What will the moving costs include?
 - Basic service only?
 - Provide packing materials?
 - Packing help provided?
 - Maid service after packing and moving out of the house?
 - Driver for U Haul services?
 - Furniture layout for new home?
 - Landscape work including mowing the lawn?
 - Does the moving company assist in *open me first* box[es] so that your first few days in your new home go smoothly?
 - For bedroom?
 - For bathroom?
 - For kitchen?
- Does the moving company have local references to share with you?

- Is the moving company insured? Including Workers Comp?
 - Will they share the insurance certificate or other insurance substantiation with you?
 - *Do you need additional insurance coverage?*
- If your closing is delayed how flexible is the mover's schedule?
- If the closing is delayed does the moving company have storage facilities?
 - What is the increased cost?
- Is furniture or only specific furniture completely wrapped?
- Are there are items the moving company will not move?
- Will the mover unpack you?
- How will the moving company handle claims for goods damaged in transit?
- How close is the estimate to the costs?

Please do not carry or lift anything that is out of your strength and movement range.

Saving money is not worth it if you injure yourself. Most of us who reach middle age already have some aches and pains or worse. You don't want to make anything worse, like a bad back or tricky knees, by doing physical labor you are not used to performing.

Costs of Moving

There are a number of costs to moving that are beyond hiring the people who own the truck. Some of them are unexpected when you begin the process of selling your home.

We again suggest a table to collect and use this information. On the following page we have created another table for your use.

Costs of Moving Table

<i>Item</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>	<i>Date Accomplished</i>	<i>Comments</i>
Broker	5 -7 % of sale price			
Attorney	\$400.00 - \$1000.00			
Moving Company	\$1,000.00 - \$6,000.00			
Eating out	??			
Architect ⁷	\$400.00 - \$1000.00			
Moving Manager				
Designer/Stager	\$75.00/hr			
Dumpster	Depends on size			
Boxes and other packing materials	Depends on quantity			

⁷ If you are purchasing a new house or condo you may want your own architect to review the plans.

<i>Item</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>	<i>Date Accomplished</i>	<i>Comments</i>
Taxes, tax stamps on sale of house				
Pro-rata municipal taxes for current home at closing				
House Inspection				
Septic System Inspection				
New septic system				
New Mortgage Costs and Expenses				
Pro rata costs for utilities for house being sold				
Pro rata/turning				

<i>Item</i>	<i>Estimated Cost</i>	<i>Actual Cost</i>	<i>Date Accomplished</i>	<i>Comments</i>
on costs for utilities in new home				
Other:				

Checklist for Moving

In addition to going through the above table, it is always good to keep a running checklist of items “to do”. The following is a detailed checklist that begins a month prior to your move.

To do One Month before Moving

- Fill out change of addresses from United States Post Office.
- Fill out IRS and any other state Department of Revenue change of address forms necessary.
- Make arrangements with moving company and schedule services.
- Make any travel arrangements necessary.
- Transfer memberships in churches, clubs and civic organizations, as necessary.
- Obtain medical and dental records, x-rays and prescription histories.
 - Ask your doctor[s] and dentist[s] for referrals.
 - Transfer prescriptions. Double check with your pharmacy, as many chains like CVS, Osco Drug and BJ’s Pharmacy can transfer your pick-up locations to a store near your new home.
- Obtain banking in your new community.
 - Including a safe deposit box.
- Make arrangements for transporting pets.

- Get rid of or make arrangements for transporting plants.
- If you work out of your home check the laws/requirements/licenses that pertain to your type of business.
- Begin using up food items.
- Complete the new mortgage process if not previously completed.

To Do One or Two Weeks before Moving

- Notify utilities of new address to begin service on the moving day:
 - Electric.
 - Disposal.
 - Water and sewage.
 - Telephone.
 - Cable company.
 - Newspaper subscription.
- Arrange for any necessary moving day help:
 - Pet sitter.
 - House cleaner.
 - Lawn and landscape help.
- Confirm travel arrangements.
- If moving from a condo arrange for an elevator if necessary for moving day.**
- If moving appliances, have them serviced for moving.
- Clean rugs, have wrapped for moving.
- Clean any clothes necessary, and have them wrapped for moving.
- Plan ahead for any special needs individuals:
 - Infant.
 - Adult in wheel chair.
 - Other.
- Close bank accounts and have funds electronically moved to your new bank:
 - Make sure they are no outstanding checks at closure.
 - Make sure there are no electronic transactions not yet complete at closure.
- Collect items from your bank box and close the bank box account.

- Make copies of any and all important documents and/or hand carry the documents to your new home.
- Check with your insurance company to make sure you have coverage during the move and in your new home.
- Clean freezer, refrigerator, stove, dish washer and microwave, plus you washer and dryer. Put a box of baking soda in your freezer and refrigerator to deodorize.
- Give your children, parents, another family member or a friend your travel plans.

Moving Day

- Check all house areas to make sure they are empty:
 - Closets.
 - Attic.
 - Basement.
 - Shelves.
 - Cabinets.
 - Drawers.
 - Garage.
 - Shed/outdoor storage area.
- Carry all important document, money and jewelry yourself; or send these by a registered service
- Say good by to your neighbors; exchange contact information if appropriate

To Take with You for the First Day after the Move

- Any and all medications necessary
- Several days of clothing
- First night bedding and towels. If you are staying at the house and your furniture is scheduled to arrive later than you, consider bringing an inflatable mattress with you.
- Pajamas.
- Toiletries.
- Any and all special foods necessary.
- Plenty of water and other fluids.

- [] Food for the move day and the next morning.
- [] Kitchen paper goods and plastic utensils.

After Moving

- [] Obtain a new drivers license if you have moved to a new state.
- [] Obtain new automobile registration and license plates if you have moved to a new state.
- [] Check your automobile insurance, change or upgrade as necessary.
- [] Obtain new home owners or renters insurance if necessary. You may need a new insurance agent if you have moved out of state..
- [] If you have moved to a new state you **may** need to update any legal documents including your will. This may make probate easier for your spouse and may decrease the expense of probate
- [] Locate new services and shops, gather phone numbers; you may find the following website helpful in getting acquainted with your new town or city
www.communitywalk.com.

[] Police Station

A=_____

T=_____

[] Fire Station

A=_____

T=_____

[] Hospital

A=_____

T=_____

[] Veterinarian

A=_____

T=_____

Church

A= _____

T= _____

Schools

A= _____

T= _____

Pharmacy

A= _____

T= _____

Grocery Store

A= _____

T= _____

Gas Station

A= _____

T= _____

Step Six: Unpacking

Assistance with unpacking and removal of packing materials

While some people enjoy the process of unpacking and organizing their home to their specifications, many others do not like the task. As we mentioned in Step B organizer assistance is available. In the Concord, Massachusetts area we found a range of \$25 -- \$65/hr per person. Make sure you ask for referrals from the house organizer, especially in the upper range of hourly price.

Keep in mind that many organizers will not come for less than 3 hours and will bill you for 3 hours of their time even if you use only an hour of their time. In the Concord, Massachusetts area we have found a 1 – 3 hour minimum range.

See **Step One B** for more information and ideas.

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The authors thank Melanie Zwicker for her excellent ideas and editorial assistance during the development of this book.

Please send us any ideas or suggestions you would like to see us include in the next edition of the moving book.