

# THE ULTIMATE *Moving* GUIDE



MAKING YOUR MOVE EASY

*Julie Bowman*

YOUR TRANSACTION MANAGER TO YOUR AGENT



# Welcome!

## WE ARE HERE TO HELP YOU WITH YOUR MOVING

Moving to a new home can be an exciting but overwhelming experience. There are so many details to consider, from packing and organizing to transferring utilities and changing addresses. Whether you're a first-time mover or a seasoned pro, having a comprehensive real estate moving guide can help you navigate the process with ease.

This guide will provide you with practical tips and advice to make your move as smooth and stress-free as possible. By following these steps, you can ensure a successful move and start enjoying your new home as soon as possible.



My role as a real estate transaction manager for the agent is to help oversee the behind-the-scenes details so they can fully focus on what matters most: YOU! Essentially, I act as a project manager for the entire process, ensuring everything runs smoothly, efficiently, and in compliance with all relevant regulations.

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# MOVING TIMELINE

COUNTING DOWN  
THE WEEKS UNTIL  
YOUR MOVING DAY!





# 4 Weeks Until Moving

## CHECKLIST TO HELP YOUR MOVE 4 WEEKS AWAY

You're going to be sleeping in your new home one month from now. From choosing a moving company to packing all those boxes, your goal for the next two weeks is to book your movers and gather all remaining supplies.

### 4 WEEKS UNTIL YOUR MOVE CHECKLIST



- ☐ **DECIDE ON A MOVING COMPANY**  
Finalize your budget, get your quotes, and pull the trigger. Remember to ask your Realtor for a recommendation on moving companies.
- ☐ **GET MOVING COVERAGE**  
With any luck, nothing will be broken or damaged by the time you get to your new home. Just in case, though, you may want to opt for moving coverage to protect your belongings.
- ☐ **MAKE TRAVEL ARRANGEMENTS**  
If you're driving the truck yourself, this can mean planning your actual travel route. If someone else is doing the driving, then this is the time to book your flight, hotel, or rental car.
- ☐ **THINK ABOUT WHAT YOUR NEW HOME WILL LOOK LIKE**  
We know it sounds a bit cheesy—but this is an opportunity to refresh and see if there's anything else you should add to your moving checklist. If you need to buy drapes or decorations, this is the time to go shopping.



## 4 WEEKS UNTIL YOUR MOVE CHECKLIST

- ☐ **BUY PACKING SUPPLIES**

You should have been able to collect quite a few free moving boxes. Now is the time to buy any boxes you still need as well as other moving supplies. Your move can feel 10 times easier if you get all the supplies you need upfront.
- ☐ **CONTACT YOUR PROVIDERS**

Contact your internet, TV, utility, and home security providers to arrange for services at your new home. After all, what good is your new entertainment room if you can't sing along to contestants on The Voice because your TV doesn't work? 2 weeks till closing, we will send you a Utility / Moving Reminders Sheet to help you with this.
- ☐ **FILL YOUR PRESCRIPTIONS**

You don't want to be stuck without meds at your new home if you have to change doctors or pharmacies. Set up an appointment to schedule your refills, and get a head start on finding a new doctor.
- ☐ **GET RID OF NON-PACKABLE ITEMS**

Plan ahead and either use or donate items that you can't pack or sell, such as frozen foods, bleach, and aerosol cans.
- ☐ **HOLD ONTO IMPORTANT DOCUMENTS**

Gather birth certificates and passports for everyone in your home. Then, carry all important documents on your person during the move, to ensure nothing is lost.





# 2 Weeks Until Moving

## CHECKLIST TO HELP YOUR MOVE 2 WEEKS AWAY



T-minus two weeks. From forwarding your mail to packing boxes, the goal of the next week is to update your contact information and finalize moving day logistics.

The moving day is hectic. Make sure to have everything on your moving list checked off for this two-week period. Trust us it will all be worthwhile.

### 4 WEEKS UNTIL YOUR MOVE CHECKLIST



#### BEGIN PACKING

You should have your inventory completed, your boxes collected and labeled, and your valuables identified. Now it's time to do the actual packing.



#### GET A BABYSITTER, PET SITTER, OR BOTH

Make arrangements to have your kids and pets entertained—or at least out of the way—while you're loading the truck.







## 2 WEEKS UNTIL YOUR MOVE CHECKLIST

- ☐ **CHANGE YOUR ADDRESS**  
You know you're moving, but not everyone else does. Contact all the businesses that may need your new address (e.g., banks and insurance companies) and arrange to have your mail forwarded to the post office.
- ☐ **UPDATE OR CANCEL YOUR MEMBERSHIPS AND SUBSCRIPTIONS**  
A gym membership is useless if you have to drive 100 miles to get there, and grooming will be difficult if you haven't updated your Dollar Shave Club info.
- ☐ **CONFIRM IMPORTANT MOVING DATES**  
Confirm important moving dates with any companies you've booked services through. Now you just need to verify everything is still scheduled as planned.
- ☐ **PLAN YOUR FINAL MEALS**  
Remember, almost all your stuff will be in boxes—so bookmark your favorite takeout menus or grab a few frozen items from the grocery store. It's also a good idea to leave essentials unpacked so you can still do a bit of home cooking.
- ☐ **PLAN A MOVING PARTY**  
Invite—or beg—your family and friends to help you move. (Party hats optional.) Or just come say their good-byes to all the great memories in your current home

*You are almost there!*





# Moving Week

CHECKLIST TO HELP YOUR MOVE IN A WEEK'S TIME

## THE WEEK HAS ARRIVED!

You're down to the last seven days. From collecting all your keys to packing a 24-hour moving kit, your goal is to have everything ready for moving day.

It's time to do all last-minute organizing, finish packing, and clean out your old home. Make sure everything has been squared away early, to allow for a stress-free moving day. Who wouldn't want that!



*the daily countdown*  
**HAS FINALLY BEGUN**

This time next week you will officially be in your new home, making brand new memories!



## FINAL WEEK UNTIL YOUR MOVE CHECKLIST

- ☐ **DISASSEMBLE BIG FURNITURE ITEMS**  
It will save a ton of time if you break down large furniture items like bed frames, section couches, and bookshelves before the movers arrive.
- ☐ **BEGIN CLEANING EMPTY ROOMS**  
Even if you're not working toward getting a security deposit back, you can make the place more attractive to prospective buyers.
- ☐ **PACK YOUR SUITCASES**  
Get everyone in the family a suitcase they can live out of for a few days. Pack essential items like pajamas, clean socks, and swimsuits for the hotel pool.
- ☐ **PACK A 24-HOUR MOVING KIT**  
With other essentials besides your clothes. It's a great idea to include some healthy snacks, flashlights, and phone chargers.
- ☐ **FINISH PACKING BEFORE MOVING DAY**  
One of the biggest mistakes you can make is to try and do your packing on loading day. Make sure everything is ready before your movers or rental truck arrives.





# Moving Day!

JUST HOURS UNTIL YOU ARE IN YOUR NEW HOME!



## YOUR MOVING DAY CHECKLIST

Moving day is finally here! You're in good shape if you've kept a moving guide with a checklist. From waking up on time to getting sheets on your new bed, the goal is to move into your new home!

- ☐ **CLEAR A PATH**  
Make sure the people helping you move can get the boxes from your house to the moving truck without tripping over things.
- ☐ **BE AVAILABLE TO FACILITATE THE LOADING PROCESS**  
Stick around to answer any questions your movers have. Be sure to provide your contact info and new address, especially if you need to leave while they work.
- ☐ **CONDUCT YOUR FINAL WALK-THROUGH**  
This is your last chance to see if you forgot anything and to make sure the place is clean. You won't be coming back.





## TIP YOUR MOVERS

It's customary to tip your movers. We recommend 15%–20% of your total bill for large moves and 5%–10% for small moves.

While movers prefer to be paid in cash, you can only claim a tax deduction if you tip via check or credit card.

*Congrats, on your move!*

## WHAT TO DO? AFTER MOVING DAY

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You have officially moved into your new home... Now what?

You've moved into your new home, but that doesn't mean everything is done. From changing your locks to getting to know your neighbors, your goal now is to get the basics set up and start settling in.

- Go grocery shopping
- Set up your beds & bathroom
- Change your locks
- Check your utilities
- Plan a housewarming party
- Send thank-you notes



# PREPARING FOR YOUR MOVE

HOW TO START YOUR PACKING,  
PLANNING, AND SCHEDULING  
YOUR MOVING DAY





# Packing Tips

TO HELP MAKE YOUR MOVE AS EASY AS 1...2...3

There are a million things you'd rather be doing than packing right now. When moving homes, packing can be one of the most daunting tasks. However, with a little planning and organization, the process can be made much easier. Here are some packing tips to speed up and smooth out your move day.

## START EARLY

It's best to start packing as early as possible. This will give you enough time to sort through your belongings, donate or sell items you no longer need, and pack everything properly.

## ORGANIZE BELONGINGS

Categorize your belongings into different groups, such as clothes, books, kitchen items, and electronics. This will make it easier to pack and unpack once you arrive at your new place.

## PACK ROOM BY ROOM

Start packing one room at a time. This will help you stay organized and make it easier to keep track of your belongings.

## USE PACKING MATERIALS

Use sturdy boxes, bubble wrap, packing paper, and packing tape to pack your belongings. This will ensure that your items are protected during the move.

## DECLUTTER

Moving is the perfect opportunity to declutter your home. Get rid of items you no longer need or want. Consider donating, selling, or giving away items that are still in good condition.

## LABEL BOXES

Label each box with its contents and the room it belongs to. This will make it easier to unpack once you arrive at your new place.

## PLAN RIGHT AND ORGANIZE AHEAD

This will overall help make your packing much easier, than running around last-minute packing.



# Moving Supplies

## ESSENTIAL SUPPLIES TO MAKE MOVING EASY

Moving supplies are an essential part of any real estate move. They can help you protect your belongings and make the moving process easier. Here are some of the most common moving supplies that you may need for your real estate move:

01

### BOXES

You'll need a variety of sizes of boxes to pack your belongings. Small boxes are ideal for books and other heavy items, while larger boxes are best for lighter items like clothing and bedding. Consider getting specialized boxes for items such as dishes, mirrors, and artwork.

02

### PACKING TAPE

Packing tape is essential for securing boxes and keeping them closed during the move. Be sure to get high-quality tape that will hold up during transport.

03

### BUBBLE WRAP AND PACKING PAPER

Bubble wrap and packing paper are great for protecting fragile items like glassware, electronics, and artwork. Use bubble wrap for items that are particularly delicate, and packing paper for items that are less fragile.

04

### FURNITURE PADS

Furniture pads are thick, padded blankets that can protect your furniture during the move. They are particularly useful for preventing scratches and dents.







05

#### DOLLY OR HAND TRUCK

A dolly or hand truck can make it easier to move heavy boxes and furniture. This is particularly important if you have a lot of stairs or are moving into an apartment.

06

#### LABELS AND MARKERS

Labels and markers are essential for labelling boxes with the contents and the room they belong to. This will make it easier to unpack once you arrive at your new place.

07

#### PLASTIC WRAP

Plastic wrap is useful for protecting furniture and keeping drawers and doors from opening during transport.

08

#### MOVING BLANKETS

Moving blankets are another great way to protect your furniture during the move. They can be wrapped around furniture & secured with packing tape.



### NOW IT'S TIME TO START YOUR PACKING

By having these moving supplies on hand, you can make your real estate move much easier and less stressful. Be sure to stock up on these supplies well in advance of your move.



# Pet & Child Tips

## HELPFUL MOVING TIPS FOR PETS AND CHILDREN

Moving is complicated, even if the only person you're moving with is yourself. Adding children and pets into the moving day mix presents a unique challenge. Working through big changes, like moving with your kids or pets, can be difficult, especially if you are not adequately prepared.

### MOVING TIPS FOR PETS

PREPARE YOUR PET WITH A  
CRATE OR CARRIER

PACK A PET ESSENTIALS BAG  
- FOOD, TOYS, & WATER

TAKE YOUR PET TO THE VET

KEEP YOUR PET SAFE  
DURING THE MOVE

### MOVING TIPS FOR KIDS

TALK TO YOUR CHILDREN  
ABOUT THE MOVE

INVOLVE YOUR  
CHILDREN IN THE MOVE

MAKE THE MOVE FUN

KEEP ROUTINES AS  
NORMAL AS POSSIBLE





# Unpacking Tips

HERE ARE 4 OF THE BEST WAYS TO UNPACK

After moving from your current home to your new one, the last thing you want is moving boxes hanging around your new home for months on end. To make the unpacking process as easy as possible follow these helpful tips below.



## PUT BOXES IN THEIR CORRECT ROOMS

Instead of adding to a towering pile right as you step in the front door of your new home, move the boxes to the rooms or areas where they will eventually be unpacked.

## USE THE ABC METHOD

"A" indicates items that require frequent touches, like toiletries or a coffee maker or teapot. "B" is for things that should be kept within arm's reach but might not be needed every day. Then there's "C," which is reserved for occasional or seasonal items.

## ONE ROOM AT A TIME

Take it slow, taking it box by box and focusing on one room at a time. "The reason that people are overwhelmed by organizing and stay disorganized and throw their hands up in the air is that they try to do much at one time.

## ENLIST THE HELP OF A ORGANIZED FRIEND

If you know someone who's incredibly organized, go ahead and ask them for help unpacking. There's no shame in asking for help.



# Utility List

## HELPFUL PHONE NUMBERS & CLICKABLE LINKS

### ☐ Electric

- Duke - Pinellas County / 727-443-2641 / [Website](#)
- FPL - Sarasota & Manatee County / 800-226-3545 / [Website](#)
- Teco - Hillsborough County / 888-223-0800 / [Website](#)
- Withlacoochee River - Paco County / 352-567-5133 / [Website](#)

### ☐ Water

- Clearwater / 727-562-4600 / [Website](#)
- Gulfport / 727-893-1000 / [Website](#)
- Hillsborough County / 813-272-6680 / [Website](#)
- Manatee County / 941-748-4501 / [Website](#)
- Paco County / 727-847-8131 / [Website](#)
- Pinellas County / 727-464-4000 / [Website](#)
- Pinellas Park / 727-541-0711 / [Website](#)
- Sarasota County / 941-263-6260 / [Website](#)
- Seminole County / 727-397-6383 / [Website](#)
- St Pete / 727-893-7341 / [Website](#)
- St. Pete Beach / 727-367-2735 / [Website](#)
- Tarpon Springs / 727-942-5609 / [Website](#)
- Treasure Island / 727-547-4575 / [Website](#)

### ☐ Gas

- Clearwater Gas System (CGS Energy) / 727-562-4980 / [Website](#)
- TECO (Peoples Gas) / 877-832-6747 / [Website](#)

### ☐ Cable / Internet

- Look up Provider by Address / [Website](#)
- Spectrum / 833-684-3774 / [Website](#)
- Frontier / 800-921-8101 / [Website](#)
- WOW! / 866-496-9669 / [Website](#)

### ☐ Other Items

- Jules Transactions Resource Page / [Website](#)
- Fully Service Utility Concierge Service / [Website](#)
- Trash Pick Up by Address Link (St Pete) / [Website](#)
- Trash Pick Up by Address Link (Tampa) / [Website](#)
- USPS / Mail Forwarding / [Website](#)
- FLWSMV / Update your driver license / [Website](#)
- Florida's Official Website / [Website](#)





# Moving Reminders

## ADDRESS CHANGE CHECKLIST

### ☐ Financial

- Employment
- Banks
- Credit Cards
- Loans (Auto, Boats, RV, ext)
- Insurance
- Investment Brokers
- Student Financial Aid
- Pension, Investment Accounts

### ☐ Residential Services

- Housekeeper
- Landscaper
- Pool Company
- Pest Control
- Alarm Company

### ☐ Public Offices / Agencies

- US Postal Service
- IRS
- Social Security Admin
- Dept of Motor Vehicles
- Medicare Administration
- Dept of Veterans Affairs
- Voter Registration

### ☐ Buyer Reminders

- Think about re-keying locks at your new property
- Think about calling Duke out to see about energy savings
- Reach out Directly to your Agent if you need any help

### ☐ Seller Reminders

- Stop Automatic Drafts related to sold property
- Make sure you do mail forwarding for at least 6 months
- Cancel your homeowners / flood insurance
- Reach out Directly to your Agent if you need any help

### ☐ Other

- Schools
- Health Clubs
- Pool / Golf / Country Clubs
- Professional Memberships
- Subscription Boxes / Meal Kit Delivery
- Amazon
- Business Cards
- Magazines

### ☐ Healthcare

- Primary Dr/Pediatrician
- Dentist
- Health Plan Provider
- Pharmacy / Mail Order Rx
- Veterinarian / Groomer

### ☐ Professional Services

- Accountant
- Attorney
- Insurance Agent

### ☐ Transportation

- EZ Pass / Toll Tag
- Roadside Assistance
- Auto / Boat Insurance

*Track whom  
you inform*



CONGRATULATIONS, YOU'RE MOVING HOMES AND IT'S TIME TO SPREAD THE WORD!