

Seller's Moving Guide



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Count on Live Distinctively

Welcome to the home-selling process. Throughout this process, you can count on Live Distinctively to guide you smoothly through your transaction and provide expert answers to your questions. We are happy to serve you.

COUNT ON US FOR SERVICE

Live Distinctively has title professionals who can provide the title insurance that assures people's home ownership. Backed by First American Title's Insurance Company, Live Distinctively's title company of choice your transaction will be expertly completed in accordance with state-specific underwriting standards and state and federal regulatory requirements.

COUNT ON US FOR STABILITY

Live Distinctively's title company of choice, First American Title is the principal subsidiary of First American Financial Corporation, and one of the largest suppliers of title insurance services in the nation. With roots dating back to 1889, we've served families for generations.

COUNT ON US FOR CONVENIENCE

Live Distinctively (A Luxury Group of Keller Williams) and partners have a direct office or agent near you. We also have an extensive network of offices and agents throughout the United States, and worldwide.

Planning to Sell

A HOMEOWNER'S CHECKLIST TO PREPARE YOUR HOME

So you're planning to sell your home. You and your real estate broker have decided on a price, based on current market values, but your home may sell faster and bring a higher price if it shows well. Potential buyers will get the best impression if your home is clean, neat, uncluttered, in good repair, light, airy, fragrant, and quiet. This checklist will help you get your home ready to show.

CLEAN EVERYTHING

Cleanliness signals to a buyer that the home has been well cared for and is most likely in good repair. A messy or dirty home will cause prospective buyers to notice every flaw.



UNCLUTTER YOUR HOME BEFORE YOU SHOW IT

Have a garage sale. Empty closets. Throw away what you can't sell. The less "stuff" in and around a home, the roomier it will seem.



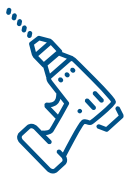
LET FRESH AIR IN

Get rid of odors that may be unfamiliar or unpleasant. People are most often offended by odors from tobacco, pets, cooking, and musty or sour laundry. Fresh flowers and potpourri can be used to your advantage. Other smells that attract positive attention include fresh baked bread and cinnamon.



FIX ANYTHING THAT IS BROKEN

This includes plumbing, electrical systems, switches, windows, TV antennas, screens, doors, and fences; if it can't be fixed, replace it or get rid of it (no window screens are better than broken ones).



A buyer will make a much lower offer if your house is in disrepair and will probably still insist that everything be fixed before taking occupancy. You're better off if you leave potential buyers no reason to offer less than you are asking.

LET THE LIGHT IN

Raise the shades. Open the blinds. Pull back the curtains. Put brighter bulbs in all the lamps (but not bright enough to cause a glare). Bright, open rooms feel larger and more inviting. Dark rooms feel small and gloomy.



SEND PETS AWAY

Send them away or secure them away from the house when prospective buyers are coming. You never know if people will be annoyed or intimidated by your pets or even allergic to them. And you never want a prospective buyer to have to avoid animal droppings.



PAINT

There's nothing that improves the value of a home for a lower cost than a fresh coat of paint. And it's so often easier to paint a room than it is to scrub it. Stick with neutral colors - off-white is the safest. Be sure to avoid black, violet, and pink.



SEND THE KIDS TO GRANDMA'S

Send them to Grandma's or take them on a walk around the block. Children can be noisy and distracting to someone interested in looking at a home.



KEEP NOISE DOWN

Silence is a restful sound that offends no one. Turn off the TV and radio. Soft instrumental music is fine but avoid vocals. If necessary, close the windows to eliminate any street noise.



THIS CHECKLIST WILL HELP YOU GET YOUR HOME READY TO SHOW

✓ EXTERIOR	Clean around service areas/trash cans	✓ PUT LIGHT BULBS IN:	Porch Lights	✓ BATHROOMS (CONTINUED)	Clean tile grout
	Haul away rubbish		Carport		Make sure toilet flushes properly – replace mechanism if necessary
	Straighten woodpile		Garage		Clean exhaust fan/heater – replace if broken or noisy
	Repair leaky faucets	✓ CLOSETS		✓ GARAGE/CARPORT/SHED	Install 100-watt light bulb
	Clean up pet droppings		Keep closets clean and free of clutter		Keep area clean/uncluttered
	Paint or varnish doors		Throw out or pack away non-essentials		Hang up/put away tools
	Polish door hardware		Adjust/repair sliding doors		Clear away any cobwebs
	Make sure doorbell/knocker works		Lubricate sliding door hardware		Remove oil/paint stains from floor
	Paint or replace street numbers on house		Paint, if needed		Adjust tension rod to eliminate sag from overhead garage door
	Make sure septic tank is odor free	✓ ALL ROOMS, Clean especially around:			Lubricate/adjust/repair garage door opener
	Clean oil stains from driveway/street		Doors		Paint if needed
	Patch/reseal driveway if necessary		Windows	✓ LAUNDRY AREA	Clean out area behind washer/dryer
REPLACE, REPAIR, AND/OR PAINT ANY DAMAGES:			Light switches		Eliminate any mildew odors
	Plaster		Baseboards	✓ BASEMENT	Eliminate any signs of dampness
	Wood siding		Chair rails		Check for and eliminate cracks
	Trim		Wash lace curtains and have draperies cleaned if necessary	✓ HEATING/AIR CONDITIONING UNIT	Vacuum
	Rain gutters		Remove or pull back dark curtains		Replace filter
	Shutters		Lubricate window slides (soap for wood silicon or a candle stump for metal)		Clean intake vent
	Doors		Make sure doors open smoothly		Remove any stored items
	Window frames		Clean ceiling light fixtures	✓	Make sure the temperature in your home is comfortable – keep it cooler in the summer and warmer in the winter. If it's cooler outside and you have a fireplace, a nice fire will make your home seem cozy and inviting.
	Glazing		Check for cobwebs in all corners	✓	Provide an exhaustive written list of the features of your home.
	Screens		Fix any scratches in wooden floors	✓	Know the distance to schools and shopping centers.
	Hardware		Replace worn/broken flooring	✓	Refer any prospect that calls or comes by to your broker for pre-screening and pre-qualification as well as for your own safety.
	Fences/gates		Remove or replace worn carpet	✓	Tell your real estate agent all about the home—good and bad. Let the professional decide how to handle negatives and features or highlight the positives.
	Outdoor lighting		Use area rugs where needed		
LANDSCAPING			Empty wastebaskets		
	Mow/edge lawn regularly		Make the beds		
	Aerate/feed lawn	✓ KITCHEN	Fluff the pillows		
	Overseed bare spots in lawn				
	Water lawn regularly		Keep dishes and food out of sight		
	Remove/replace dead plants		Clean appliances		
	Prune overgrown/diseased/damaged shrubs		Clean range hood, including light bulbs		
	Prune or remove shrubs/trees blocking view from windows (unless view is undesirable)		Clean behind appliances		
	Stake up any sagging trees/shrubs		Keep floor clean		
	Keep flower beds free of weeds		Clean light fixture		
	Trim around base of trees/walls/fences		Make sure all electrical outlets work		
REPAIR OR REMOVE ANY BROKEN OR DAMAGED LANDSCAPE ACCESSORIES SUCH AS:			Eliminate cooking odors		
	Fences		Deodorize garbage disposal, dishwasher, and refrigerator		
	Walls Gazebos		Repair faucets		
	Fountains		Put fresh shelf paper in cabinets		
	Trellises		Organize cupboards		
	Planters		Clean out under sink		
	Other		Replace garbage disposal gasket to reduce noise		
	Replace any broken stepping stones	✓ BATHROOMS, Keep them spotlessly clean:			
	Adjust any sprinkler system; repair any broken/leaky heads		Shine mirrors		
	Install fences or shrubs to hide any unsightly views		Keep wastebaskets empty and clean		
✓ CLEAN/WASH			Clean out cabinets and remove non-essentials		
	Siding		Keep fresh, clean towels on towel racks		
	Windows		Clean shower door – if sliding door, keep track well lubricated		
	Screen		Remove soap residue, mildew and mold from sink/tub/shower		
	Outdoor BBQ		Remove stains from porcelain sink tub toilet		
	AC unit		Replace torn/moldy shower curtain		
	Pool/Spa				

the CLOSING PROCESS

We know
the home buying
process can be confusing.
Let's walk through a brief explanation
of what happens after you sign the contract.



The signed contract and earnest money are delivered to the settlement agent (NOTE: the title company often acts as the settlement agent). Now the title order begins and information such as taxes, loan payoffs, lien search, and other information is collected.

The title search will determine the legal owner of the property and any outstanding liens and/or assessments. This search is critical to making sure the property will transfer legally to the buyer.



Over the next few weeks the following will occur: inspections, repairs (if necessary), payoffs obtained from current lenders, HOA's, lienholders, ect, and loan document preparation. **It is important the buyers and sellers are responsive to requests for paperwork and information.**

Once the invoices, payoffs, statements, and loan documents are received, the settlement statement is prepared. This document includes the closing calculations and is used to inform the buyer and seller of their bottom line figures.



The closing paperwork must then be signed by the buyer and the seller. This will include documents such as the deed, settlement statement, loan documents (if applicable), and others.

All payees, including the seller, payoff lenders, real estate professionals, and others are paid according to the settlement statement.



The final documents, including the deed and loan instrument, are sent to the county recorder's office for recordation. After recording, the deed will be sent to the buyer. The title insurance policy is sent to the buyer and the lender.

Moving Checklist

SIX WEEKS BEFORE:

- Create an inventory sheet of items to move.**
- Research moving options.** You'll need to decide if yours is a do-it-yourself move or if you'll be using a moving company.
- Request moving quotes.** Solicit moving quotes from as many moving companies and movers as possible. There can be a large difference between rates and services within moving companies.
- Discard unnecessary items.** Moving is a great time for ridding yourself of unnecessary items. Have a yard sale or donate unnecessary items to charity.
- Packing materials.** Gather moving boxes and packing materials for your move.
- Contact insurance companies.** (Life, Health, Fire, Auto) You'll need to contact your insurance agent to cancel/transfer your insurance policy. Do not cancel your insurance policy until you have and closed escrow on the sale.
- Seek employer benefits.** If your move is work-related, your employer may provide funding for moving expenses. Your human resources rep should have information on this policy.
- Changing Schools.** If changing schools, contact new school for registration process.

FOUR WEEKS BEFORE:

- Contact utility companies.** Set utility turnoff date, seek refunds and deposits and notify them of your new address.
- Obtain your medical records.** Contact your doctors, physicians, dentists and other medical specialists who may currently be retaining any of your family's medical records. Obtain these records or make plans for them to be delivered to your new medical facilities.
- Note food inventory levels.** Check your cupboards, refrigerator and freezer to use up as much of your perishable food as possible.
- Service small engines** for your move by extracting gas and oil from the machines. This will reduce the chance to catch fire during your move.
- Protect jewelry and valuables.** Transfer jewelry and valuables to safety deposit box so they can not be lost or stolen during your move.
- Borrowed and rented items.** Return items which you may have borrowed or rented. Collect items borrowed to others.

ONE WEEK BEFORE:

- Plan your itinerary.** Make plans to spend the entire day at the house or at least until the movers are on their way. Someone will need to be around to make decisions. Make plans for kids and pets to be at the sitters for the day.
- Change of address.** Visit USPS for change of address form.
- Bank accounts.** Notify bank of address change. Make sure to have a money order for paying the moving company if you are transferring or closing accounts.
- Service automobiles.** If automobiles will be driven long distances, you'll want to have them serviced for a trouble-free drive.
- Cancel services.** Notify any remaining service providers (newspapers, lawn services, etc) of your move.
- Start packing.** Begin packing for your new location.
- Travel items.** Set aside items you'll need while traveling and those needed until your new home is established. Make sure these are not packed in the moving truck!
- Scan your furniture.** Check furniture for scratches and dents before so you can compare notes with your mover on moving day.
- Prepare Floor Plan.** Prepare floor plan for your new home. This will help avoid confusion for you and your movers.

MOVING DAY:

- Review the house.** Once the house is empty, check the entire house (closets, the attic, basement, etc) to ensure no items are left or no home issues exist.
- Sign the bill of lading.** Once you are satisfied with the mover's packing your items into the truck, sign the bill of lading. If possible, accompany your mover while the moving truck is being weighed.
- Double check with your mover.** Make sure your mover has the new address and your contact information should they have any questions during your move.
- Vacate your home.** Make sure utilities are off, doors and windows are locked and notify your real estate agent you've left the property.

Pet Moving Checklist

Pets have many needs which become complicated when moving from one place to another. This moving checklist for pets lists all of the hurdles of pet relocation.

A MONTH BEFORE MOVING YOUR PET:

- Visit the veterinary office.** Make sure to pick up your pet's medical records before leaving your former home. Have your pet vaccinated and stock up on any pet meds needed until you settle into your new home. If your move is difficult for a pet, ask your vet to prescribe sedatives to be given on and around moving day.
- Update your pet ID tags.** Have new tags created with the pet's name and your new contact information.
- Check licensing laws.** Contact the proper authority in your new location for information on pet licensing requirements. Secure a valid license for your pet.

MOVING DAY FOR PETS:

- Temporary residence.** Your pet is best kept away from all your moving day activities. They'll likely get agitated when seeing items being removed from the home. Have pets stay with friends or board them in a kennel for the day.
- Transporting your pet.** If you are driving a car, make sure to take plenty of breaks to minimize the chance your pet gets carsick. If your pet is temperature or moving sensitive, cover their cage with a blanket and keep them in a temperature regulated environment. If your pet becomes easily stressed, consider giving them sedatives.
- Settling into your new home.** Once you are somewhat settled into your new home, let your pet roam around and get used to the new space. Since pets will initially be confused about their new surroundings, keep them confined or leashed until you are certain they will not run away from home. Pets that are stressed and confused can be kept confined in a small room with their bed, toys, and other items.
- If your pet has a microchip, contact the company and provide your updated contact information.

UNUSUAL PET MOVING CIRCUMSTANCES:

- Flying with your pet.** If your move requires flying with your pet, check with your airline to see what requirements they may have for pet travel. Try to choose nonstop flights since pets may become unsettled by air pressure changes and airport handling.
- Moving pets internationally.** Those moving to another country should check with that country's embassy or consulate about any quarantine or health issues related to pet moving. If moving a bird, make sure to secure proper documentation required by the Convention on International Trade in Endangered Species.
- Moving fish.** Your local pet store is the best resource for getting information on relocating fish. Depending upon your move, they will have the knowledge and supplies needed for moving fish.

Moving With Young Kids

Your family's move can be an exciting time for you and your children. It can also be a stressful and sad time. Moving represents change which can be difficult at any age. Sharing and reading picture books about moving is a great way to prepare kids for what's ahead and give voice to the range of feelings that they may be experiencing.

Most children have an adventurous, curious side to them. Try appealing to this side when telling them that the family is moving. This way, you'll help them view the move as an experience that can lead to exciting discoveries.

Even in their excitement, young children will feel sadness at leaving familiar people, places and activities. Help your kids with concrete ways to make the "old place to the new place" transition. Following are some tips for you to help your young children cope with the move.

TELLING YOUNGER CHILDREN ABOUT THE MOVE

- Explain where and why you are moving.
- Highlight benefits of moving that your kids can understand.
- Use maps and pictures to help illustrate where you are going and make the move more concrete.
- Reassure them that their life won't change dramatically.

WHAT TO EXPECT

Moving to a new place can affect a child's behavior and emotions. Toddlers and young children are egocentric. When you show stress, they may think it's because of something they did. Be mindful of your emotions and actions in their presence and give them plenty of reassurance.

Younger kids may be the most eager members of your moving team. Let your kids help by assigning tasks you know they can handle.

MOVING TIPS

- Make a list of all the questions your child has about moving.
- Create an address book.
- Be sure to allocate enough time to say your special goodbyes.
- Make a last visit to their favorite places.
- Plan their new bedroom.

HELPFUL ADVICE FROM PARENTS WHO HAVE BEEN THERE

- Keep your kids in the loop on important moving information.
- Visit the new school and community before you move.
- Try to keep things and routines familiar.
- Set up a toddler's new room similar to their old one.
- Think about volunteering at school. It might be nice for your child to have a reassuring presence in an unfamiliar environment.

Moving Address Change Checklist

Here's a list of people, businesses & organizations who will need to know you've moved to a new location.

THE ESSENTIALS:

- Request a "Change of Address" form at a USPS post office
- Friends and family

FINANCIAL INSTITUTIONS:

- Banks and credit unions
- Credit card companies (including department store cards)
- Lenders (mortgage, home equity, auto, student loan)
- Insurance companies (health, renters, auto, home, medical, dental, disability, life)
- Retirement (pension plans, 401K, retirement accounts, Social Security, Veterans Affairs)
- Investments (investment agencies and brokers)

UTILITIES:

- Phone services (cellular, land line)
- Electric
- Heating Oils (gas, oil, propane or other fuels)
- Water (water delivery, water treatment)
- Sewer
- Waste Disposal
- Internet (land line, wi-fi and satellite)
- Television (cable or satellite TV)

GOVERNMENT OFFICES:

- Department of Motor Vehicles
- IRS
- Passport Office
- Veteran Affairs
- Unemployment Office (if you are currently receiving unemployment benefits)

JOBS:

- Notify the Human Resources department
- Update your personal marketing materials (business cards, websites, resumes)
- Employment agencies (temp agencies and recruiters)
- Professional Memberships (licensing and certification boards)
- Past employers (for W-2)

HEALTH:

- Physicians (doctors, dentists, optometrists, etc.)
- Pharmacies
- Health insurers (HMOs, DMOs, agencies and brokers)

SERVICE PROVIDERS:

- Cable company
- Phone company
- Housecleaning services
- Delivery services
- Accountants
- Childcare (day-care center, baby sitters)
- Lawn care service
- Veterinarian (including pet groomer, pet sitters, and microchip service)
- Pool services
- Lawyers

AUTOMOBILE:

- Auto insurers (insurance agencies and brokers)
- Auto lenders (car dealership, bank or loan place)
- Department of Motor Vehicles (changing your vehicle registration)
- Membership clubs (AAA or similar)
- Parking permits
- Warranty (if a car warranty is still in place)
- Toll pass (Fast Lane, EZ Pass)

MEMBERSHIPS:

- House of worship (churches, synagogues, mosques)
- Health clubs
- Community groups (PTA, neighborhood associations, civic clubs)
- Children's extracurricular activities (dance classes, music lessons, sport clubs)
- Social clubs, community centers

SUBSCRIPTIONS:

- Newspapers
- Magazines (The USPS will only forward magazine subscriptions for two months)
- Movie subscriptions (streaming services or other)
- Book and music clubs
- Mail order houses

OTHER:

- Air miles reward program
- Register to vote!
- Update personal websites
- Children's schools

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