

# **BUYING & RELOCATION**

*PLAN OF ACTION*



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# STEP ONE: MAKE A PLAN

## FROM US TO YOU!

- Thank you for giving us the opportunity to make your moving process as easy as possible! This is a simple step-by-step process we've put together on what will make your move smooth and hiccup free.

## Assemble Your Team!

- This is by far the most important step. This will ensure that you would be armed with the tools to handle any situation that may pop up. We recommend using local experts as they will provide a faster and more personal service than their larger counterparts. Please consult your local relocation expert if you are missing any of these key figures.

| CONTACTS:        | NAME: | EMAIL: | PHONE: |
|------------------|-------|--------|--------|
| Listing Agent    |       |        |        |
| Buying agent     |       |        |        |
| Lender           |       |        |        |
| Contractor:      |       |        |        |
| Plumber          |       |        |        |
| Electrician      |       |        |        |
| Title Company    |       |        |        |
| Moving Company   |       |        |        |
| Storage Facility |       |        |        |
| Insurance agent  |       |        |        |
| Doctor           |       |        |        |
| Veterinarian     |       |        |        |
| New employer     |       |        |        |

# STEP TWO: FOUNDATION

## ● Prep For The Move!

- This is the time for you to plan out how you want the move to go. This step should start at least 1 month before you plan to be in your new home and ideally 6 weeks before.

## ● Start By Decluttering

- Any clothing you may not wear anymore or furniture/items you may want to update. To reduce stress start early and do 1 hour per day and rather than spending the time and valuable storage space packing them you may also consider donating to your local charity or Selling through local shops or online.

## ● Notify Your Team

- Communicate with your lender, Selling and buying agent you've selected of your intention and get everyone on board. With your lender we recommend getting pre-approved prior to looking for your next home. This will allow you to have a better idea of what you're looking for and removes any chance that you lose out on your dream home due to being unprepared.

## ● Prep Your Home For The Spotlight!

- Consider any repairs or cleaning that may need to be done. For example if you have pets it is shocking how much a cleaning of the carpets will lighten them up! An inspection will uncover any defects with the home so if there are any that you know of it could be beneficial to repair them prior to listing.

# STEP THREE: EXPOSURE

## Time To Market!

- Congratulations, it is time to see how the market will respond to your property! This is where your hard work will pay off and you hand things over to your team. This is the part where you will accept an offer and begin your real transitioning process.

## Time To Pack!

- After your declutter it is time to do one final load of laundry before packing. When you're starting I recommend going room by room. The first things that need to be packed up are non-essentials and decor pieces as they are normally fragile. Keep the mentality of doing 1 hour per day which will relieve stress from the process. You can make the unpacking process easier now by color coding your tape. Ex. Red for the master bedroom and blue for the kitchen. This entire step can be bypassed by using our movers!

## Find your new service providers

- (Internet, Electricity, ETC)- this can be done through [Mymove.com](https://mymove.com) and you can also ask your relocation expert.

## Final Clean

- It's great to have an easy start. Doing a final clean would be a wonderful last memory of a place you've built memories in. It's also a really kind practice of giving the next family a wonderful first memory.

# STEP FOUR: PREP YOUR “GO BAG”

*Your go bag is a short list of items that will make your first day in your home much more enjoyable. This is to be packed directly where it is the first thing you can grab.*

- |                          |                    |                          |                         |
|--------------------------|--------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | CHANGE OF CLOTHES  | <input type="checkbox"/> | BANDAGES                |
| <input type="checkbox"/> | TOOTHBRUSH         | <input type="checkbox"/> | ANTI-BACTERIAL OINTMENT |
| <input type="checkbox"/> | TOOTHPASTE         | <input type="checkbox"/> | IBUPROFEN               |
| <input type="checkbox"/> | HAIR AND BODY WASH | <input type="checkbox"/> | BEDDING                 |
| <input type="checkbox"/> | TOWELS             | <input type="checkbox"/> | PRESCRIPTIONS           |
| <input type="checkbox"/> | DISINFECTANT       | <input type="checkbox"/> | CLEANING BRUSHES        |
| <input type="checkbox"/> | PAPER TOWELS       | <input type="checkbox"/> | PAPER PLATES            |
| <input type="checkbox"/> | TOILET PAPER       | <input type="checkbox"/> | CUTLERY                 |
| <input type="checkbox"/> | HAMMER             | <input type="checkbox"/> | EASY MEALS/SNACKS       |
| <input type="checkbox"/> | PLIERS             | <input type="checkbox"/> | GENERAL TOOLBAG         |

# STEP FIVE: NOTIFY EVERYONE!

*This is a very important step in making your moving process seamless. Below are a few examples of people and businesses that will need to know your new address!*

- |                          |                    |                          |                      |
|--------------------------|--------------------|--------------------------|----------------------|
| <input type="checkbox"/> | PHONE COMPANY      | <input type="checkbox"/> | PHARMACY             |
| <input type="checkbox"/> | INTERNET           | <input type="checkbox"/> | CHURCH               |
| <input type="checkbox"/> | UTILITIES          | <input type="checkbox"/> | IRS                  |
| <input type="checkbox"/> | CABLE              | <input type="checkbox"/> | SCHOOL/COLLEGES      |
| <input type="checkbox"/> | US POSTAL SERVICE  | <input type="checkbox"/> | DOCTORS              |
| <input type="checkbox"/> | EMPLOYER           | <input type="checkbox"/> | DMV                  |
| <input type="checkbox"/> | ATTORNEY           | <input type="checkbox"/> | IMMIGRATION SERVICES |
| <input type="checkbox"/> | INSURANCE COMPANY  | <input type="checkbox"/> | DELIVERY SERVICES    |
| <input type="checkbox"/> | BANK/CREDIT CARDS  | <input type="checkbox"/> | VETERINARIANS        |
| <input type="checkbox"/> | NOTER REGISTRATION | <input type="checkbox"/> | DENTIST              |

# STEP SIX

## Unpack Without Stress!

- After arriving at your new home and following all the steps above you should not have any trouble getting set up in the first few days. Use the tape organization system to place boxes in their correct rooms and do a little at a time!

## Explore Your New Area!

- Congratulations at this point you've made it across the finish line! Find your closest grocery stores/convenience centers and get settled in! Its time to make some new memories. It may be the case that there are some things that need to be fixed up around your new home in this event we recommend updating your team list and letting everything fall into place!

## Thank You!

- We thank you for the opportunity to help you get set up in your new life! If there is ever anything that we can do for you please do not hesitate to reach out for further assistance! We'll be in touch!

**Life Long Service For You  
& Your Family**