



**MOVING +  
RELOCATION**  
*planner*

**contacts + timeline**



## OLD RESIDENCE

ADDRESS:



---

---

REALTOR:  name

---



company

---



phone

---



email

---

CLOSING:  location

---



date

---

## NEW RESIDENCE

ADDRESS:



---

---

REALTOR:  name

---



company

---



phone

---



email

---

CLOSING:  location

---



date

---



MOVING  
DATES:



BEGIN MAIL  
FORWARD ON:



## HOME APPRAISER



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## HOME INSPECTOR



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## HOME INSURANCE



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## MORTGAGE COMPANY / LOAN OFFICER



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## MOVING COMPANY



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## RELOCATION COMPANY



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

# moving *contacts*



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



name \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



## 6 WEEKS PRIOR

- ASSEMBLE YOUR MOVING PLANNER / BINDER.
- HIRE A MOVER.
- CONTACT YOUR INSURANCE COMPANY ABOUT COVERAGE.
- GO THROUGH ROOMS AND SORT ITEMS TO KEEP, SELL, DONATE, DISCARD.
- HOLD A GARAGE SALE, LIST ITEMS ONLINE, OR DONATE ITEMS TO CHARITY.
- MAKE A LIST OF VALUABLES AND HAVE THEM APPRAISED.
- \_\_\_\_\_
- \_\_\_\_\_

## 2 WEEKS PRIOR

- CONTACT UTILITY COMPANIES TO STOP AND START SERVICE.
- ARRANGE FOR A CLEANING COMPANY TO CLEAN OLD, OR NEW, HOUSE.
- COMPLETE AN ONLINE CHANGE OF ADDRESS FORM AT USPS.COM.
- NOTIFY COMPANIES OF YOUR NEW ADDRESS.
- REQUEST THAT SCHOOL / MEDICAL RECORDS BE TRANSFERRED.
- \_\_\_\_\_
- \_\_\_\_\_

## DAY BEFORE + MOVING DAY

- WITHDRAW CASH FOR MOVERS' TIP.
- GATHER SMALL VALUABLES + IMPORTANT DOCUMENTS TO PLACE IN CAR.
- PLACE BAG OF PERSONAL ITEMS + CLOTHES IN VEHICLE FOR HOTEL.
- DO A WALK-THROUGH TO BE SURE NOTHING IS LEFT BEHIND.
- GIVE KEYS TO REAL ESTATE AGENT, OR LANDLORD.
- HAVE NEW LOCKS KEYED ON NEW HOME + MAKE EXTRA COPIES OF KEY.
- \_\_\_\_\_
- \_\_\_\_\_

# moving *timeline*



## 6 WEEKS PRIOR

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## 2 WEEKS PRIOR

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## DAY BEFORE + MOVING DAY

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

# important *dates*



**MONTH:**

●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●

*notes*



**financial info**

# mortgage checklist



## ITEMS TO GATHER

- W-2 FORMS FROM PAST TWO YEARS
- CURRENT PAYSTUBS OR, IF SELF-EMPLOYED, TAX RETURNS FOR PAST 2 YRS
- RETIREMENT ACCOUNT STATEMENTS FOR PAST TWO MONTHS
- INVESTMENT ACCOUNT STATEMENTS FOR PAST TWO MONTHS
- BANK STATEMENTS FOR PAST TWO MONTHS
- SURVEY OF HOME YOU'RE PURCHASING
- PEST INSPECTION RESULTS OF HOME YOU'RE PURCHASING
- HOMEOWNER'S INSURANCE BINDER
- \_\_\_\_\_

## THINGS TO DO

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## COMPANY #1

 name: \_\_\_\_\_ down payment: \_\_\_\_\_  
 phone: \_\_\_\_\_ loan amount: \_\_\_\_\_  
 email: \_\_\_\_\_ date of quote: \_\_\_\_\_

LOAN TERM	INTEREST RATE	MONTHLY PAYMENT	LIFE OF LOAN INTEREST
30-YEAR FIXED			
20-YEAR FIXED			
15-YEAR FIXED			

## COMPANY #2

 name: \_\_\_\_\_ down payment: \_\_\_\_\_  
 phone: \_\_\_\_\_ loan amount: \_\_\_\_\_  
 email: \_\_\_\_\_ date of quote: \_\_\_\_\_

LOAN TERM	INTEREST RATE	MONTHLY PAYMENT	LIFE OF LOAN INTEREST
30-YEAR FIXED			
20-YEAR FIXED			
15-YEAR FIXED			

## COMPANY #3

 name: \_\_\_\_\_ down payment: \_\_\_\_\_  
 phone: \_\_\_\_\_ loan amount: \_\_\_\_\_  
 email: \_\_\_\_\_ date of quote: \_\_\_\_\_

LOAN TERM	INTEREST RATE	MONTHLY PAYMENT	LIFE OF LOAN INTEREST
30-YEAR FIXED			
20-YEAR FIXED			
15-YEAR FIXED			

# home insurance *quotes*



## COMPANY #1



name: \_\_\_\_\_



phone: \_\_\_\_\_



email: \_\_\_\_\_

deductible: \_\_\_\_\_

premium: \_\_\_\_\_

policy #: \_\_\_\_\_

## COMPANY #2



name: \_\_\_\_\_



phone: \_\_\_\_\_



email: \_\_\_\_\_

deductible: \_\_\_\_\_

premium: \_\_\_\_\_

policy #: \_\_\_\_\_

## PROPERTY COVERAGE



DWELLING LIMIT: \_\_\_\_\_

COVERS THE HOUSE + ATTACHED STRUCTURES FOR ACCIDENTAL DIRECT PHYSICAL LOSS + INCLUDES BUILT-IN OR ATTACHED ITEMS (I.E., BUILT-IN APPLIANCES OR WALL-TO-WALL CARPET). IT IS DIRECTLY RELATED TO THE RECONSTRUCTION COST, WHICH IS THE COST TO REBUILD YOUR HOUSE COMPLETELY AT THE CURRENT LABOR RATE WITH MATERIALS OF SIMILAR KIND + QUALITY.



OTHER STRUCTURES: \_\_\_\_\_

PROVIDES FOR PROPERTY NOT ATTACHED TO YOUR HOUSE.



ORDINANCE OR LAW: \_\_\_\_\_

PAYS TO BRING YOUR RESIDENCE INTO COMPLIANCE WITH THE LATEST BUILDING CODES AND STANDARDS IN THE EVENT THAT YOUR RESIDENCE NEEDS REPAIRS FOLLOWING AN INSURED LOSS.

## PERSONAL COVERAGE



PERSONAL LIABILITY: \_\_\_\_\_

COVERS BODILY INJURY AND PROPERTY DAMAGES FOR WHICH AN INSURED IS HELD LEGALLY LIABLE. THIS COVERAGE DOES NOT APPLY TO BODILY INJURY AND PROPERTY DAMAGES YOU OR REGULAR RESIDENTS OF YOUR HOUSEHOLD SUSTAIN.



MEDICAL PAYMENTS: \_\_\_\_\_

PAYS FOR MEDICAL OR FUNERAL EXPENSES OF OTHERS WHO ARE INJURED ON YOUR PROPERTY OR CAUSED BY AN INSURED'S ACTIVITIES ON OR OFF YOUR PROPERTY. IT WILL NOT APPLY TO YOU OR REGULAR RESIDENTS OF YOUR HOUSEHOLD.



LOSS OF USE: \_\_\_\_\_

PROVIDES REIMBURSEMENT FOR ADDITIONAL LIVING EXPENSES WHEN A COVERED LOSS PREVENTS YOU FROM LIVING IN YOUR HOME. THIS COVERAGE MAY ALSO BE REFERRED TO AS ACTUAL LOSS SUSTAINED.



PERSONAL INJURY LIABILITY: \_\_\_\_\_

PROVIDES COVERAGE FOR DAMAGES TO OTHERS DUE TO INJURIES SUCH AS FALSE ARREST, LIBEL, SLANDER AND INVASION OF PRIVACY FOR WHICH AN INSURED IS LEGALLY LIABLE.



IDENTITY THEFT: \_\_\_\_\_

THIS ENDORSEMENT PROVIDES LIMITED COVERAGE TO PAY FOR EXPENSES INCURRED BY AN INSURED AS A DIRECT RESULT OF ANY SINGLE IDENTITY THEFT OR FRAUD FIRST DISCOVERED OR LEARNED OF DURING THE POLICY PERIOD.



PERSONAL PROPERTY: \_\_\_\_\_

COVERS YOUR PERSONAL PROPERTY, SUCH AS FURNITURE AND CLOTHING, AND ITEMS THAT ARE NOT ATTACHED TO OR BUILT INTO THE RESIDENCE. COVERS THESE PERSONAL ITEMS FOR LOSS DUE TO SPECIFIC CAUSES SUCH AS FIRE, SMOKE, WIND, THEFT AND OTHER CAUSES AS DESCRIBED IN THE POLICY. TAKING INVENTORY HELPS ESTIMATE THE VALUE OF YOUR HOME'S CONTENTS.

# moving company *estimates*



**COMPANY #1**

 contact: \_\_\_\_\_

 phone: \_\_\_\_\_

 email: \_\_\_\_\_

\$ quote: \_\_\_\_\_

other fees: \_\_\_\_\_

dates available: \_\_\_\_\_

# movers: \_\_\_\_\_ # trucks: \_\_\_\_\_ will pack?  Y  N insured?  Y  N

**COMPANY #1**

 contact: \_\_\_\_\_

 phone: \_\_\_\_\_

 email: \_\_\_\_\_

\$ quote: \_\_\_\_\_

other fees: \_\_\_\_\_

dates available: \_\_\_\_\_

# movers: \_\_\_\_\_ # trucks: \_\_\_\_\_ will pack?  Y  N insured?  Y  N

**COMPANY #1**

 contact: \_\_\_\_\_

 phone: \_\_\_\_\_

 email: \_\_\_\_\_

\$ quote: \_\_\_\_\_

other fees: \_\_\_\_\_

dates available: \_\_\_\_\_

# movers: \_\_\_\_\_ # trucks: \_\_\_\_\_ will pack?  Y  N insured?  Y  N

**house hunting**

# house hunting

wishlist



## MUST HAVE...

PROPERTY TYPE:  single family  condo  land  farm  other

BEDROOMS:  1  2  3  4  5+ BATHROOMS:  1  2  3  4+

PROPERTY SIZE: min \_\_\_\_\_ max \_\_\_\_\_

MAX PROPERTY PRICE:

HOUSE SQ FT: min \_\_\_\_\_ max \_\_\_\_\_

AMENITIES: (i.e., covered parking, basement, neighborhood sidewalks, etc.)

## WOULD LIKE TO HAVE...

AMENITIES: (i.e., swimming pool, 3+ car garage, neighborhood gates, etc.)

## IF \$\$ WASN'T AN ISSUE...

AMENITIES: (i.e., guest house, sauna, top of the line appliances, etc.)

# house hunting

*schedule*



DATE: <input type="text"/>
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
9 PM

DATE: <input type="text"/>
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
9 PM

*notes*



# house hunting *notes*



## THE BASICS

ADDRESS: \_\_\_\_\_

ASKING PRICE: \_\_\_\_\_ YEAR BUILT: \_\_\_\_\_ HOA: Y / N

PROPERTY SIZE: lot / land \_\_\_\_\_ acre(s) interior \_\_\_\_\_ sq ft AMT: \_\_\_\_\_

BEDROOMS: \_\_\_\_\_ BATHROOMS: \_\_\_\_\_ full \_\_\_\_\_ half STORIES: \_\_\_\_\_

OVERALL IMPRESSION:



Yes! Pick me!

Definite contender.

It could work.

Not ideal.

Not for me!

## HOUSE NOTES

CONDITION:



New Build



Move-in Ready



Needs a bit of work



Needs an overhaul

ENTRY/PORCH: \_\_\_\_\_

KITCHEN: \_\_\_\_\_

DINING ROOM: \_\_\_\_\_

LIVING AREA(S): \_\_\_\_\_

BEDROOMS: \_\_\_\_\_

CLOSETS/STORAGE: \_\_\_\_\_

BATHROOMS: \_\_\_\_\_

OFFICE/DEN: \_\_\_\_\_

BONUS ROOM: \_\_\_\_\_

ATTIC +/-OR BASEMENT: \_\_\_\_\_

GARAGE/PARKING: \_\_\_\_\_

FRONT YARD: \_\_\_\_\_

BACK YARD: \_\_\_\_\_

UTILITIES: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

# house hunting *notes*



## LOCATION

DISTANCE TO WORK: \_\_\_\_\_

SCHOOLS/CHILDCARE: \_\_\_\_\_

PUBLIC TRANSPORT: \_\_\_\_\_

MEDICAL OPTIONS: \_\_\_\_\_

RECREATION: \_\_\_\_\_

RESTAURANTS: \_\_\_\_\_

SHOPPING: \_\_\_\_\_

OTHER: \_\_\_\_\_

## PHOTOS

## HOME SCORE

STYLE	10	9	8	7	6	5	4	3	2	1
CONDITION	10	9	8	7	6	5	4	3	2	1
LANDSCAPING	10	9	8	7	6	5	4	3	2	1
NEIGHBORS	10	9	8	7	6	5	4	3	2	1

## NEIGHBORHOOD SCORE

APPEARANCE	10	9	8	7	6	5	4	3	2	1
CLEANLINESS	10	9	8	7	6	5	4	3	2	1
SAFETY	10	9	8	7	6	5	4	3	2	1
SIDEWALKS	10	9	8	7	6	5	4	3	2	1
AMENITIES:	_____									
ADDITIONAL NOTES:	_____									
	_____									
	_____									

# house *comparisons*



ADDRESS	PRICE	YR BUILT	ACRES	SQ FT	BDRMS	BATHS	CONDITION	SCHOOL	HOME SCORE	N'HOOD SCORE

**before moving...**

# change of address



## UTILITIES



company



phone / web



date completed

CABLE / SATELLITE	_____
ELECTRIC	_____
GAS	_____
INTERNET	_____
PHONE	_____
TRASH	_____
WATER / SEWER	_____
OTHER	_____

## FINANCIAL



company



phone / web



date completed

BANK	_____
CREDIT CARD #1	_____
CREDIT CARD #2	_____
EMPLOYER	_____
EMPLOYER	_____
INSURANCE, AUTO	_____
INSURANCE, HOME	_____
INSURANCE, LIFE	_____
INVESTMENTS	_____
401K	_____
OTHER	_____
OTHER	_____

# change of address



## CHILDREN



company



phone / web



date completed

DENTIST

---

DOCTOR

---

SCHOOL #1

---

SCHOOL #2

---

OTHER

---

## HEALTH



company



phone / web



date completed

DENTIST

---

DOCTOR, FAMILY

---

INSURANCE

---

OPTICIAN

---

SPECIALIST #1

---

SPECIALIST #2

---

SPECIALIST #3

---

SPECIALIST #4

---

SPECIALIST #5

---

## MISCELLANEOUS



company



phone / web



date completed

VETERINARIAN

---

OTHER

---

OTHER

---

# start / stop utilities

list



## CABLE / SATELLITE



old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

## ELECTRIC



old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

## GAS



old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

# start / stop utilities

list



## INTERNET / PHONE



old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

## TRASH / RECYCLING



old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

## WATER / SEWER



old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO



# start / stop utilities

list



## OTHER

old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

## OTHER

old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

## OTHER

old company

new company

NAME

PHONE / WEB

START / STOP DATE

ACCOUNT NUMBER

OTHER INFO

# children's *new contacts*



## DENTIST, PEDIATRIC



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## PEDIATRICIAN



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## SCHOOL #1



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## SCHOOL #2



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## OTHER



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## OTHER



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

# medical *new contacts*



## DENTIST



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## DOCTOR, FAMILY



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## OPTICIAN



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## SPECIALIST #1



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## SPECIALIST #2



name / company \_\_\_\_\_



phone / email \_\_\_\_\_



address / web \_\_\_\_\_

## SPECIALIST #3



name / company \_\_\_\_\_



phone / email \_\_\_\_\_





address / web \_\_\_\_\_


# miscellaneous *new contacts*




**VETERINARIAN**


 name / company \_\_\_\_\_


 phone / email \_\_\_\_\_

 address / web \_\_\_\_\_


**OTHER**


 name / company \_\_\_\_\_


 phone / email \_\_\_\_\_

 address / web \_\_\_\_\_


**OTHER**


 name / company \_\_\_\_\_


 phone / email \_\_\_\_\_

 address / web \_\_\_\_\_


**OTHER**


 name / company \_\_\_\_\_


 phone / email \_\_\_\_\_

 address / web \_\_\_\_\_


**OTHER**


 name / company \_\_\_\_\_


 phone / email \_\_\_\_\_

 address / web \_\_\_\_\_

**OTHER**

 name / company \_\_\_\_\_

 phone / email \_\_\_\_\_

 address / web \_\_\_\_\_

**the move**

# moving *expenses*



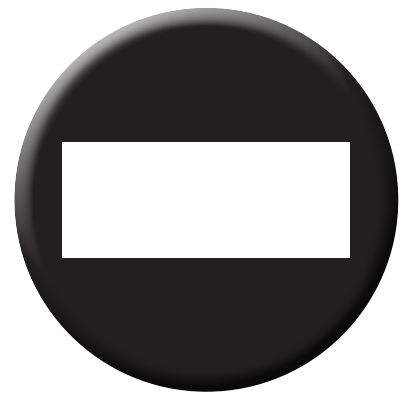
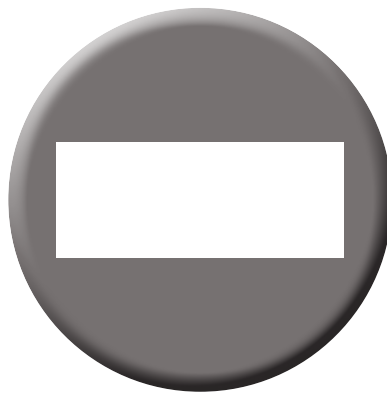
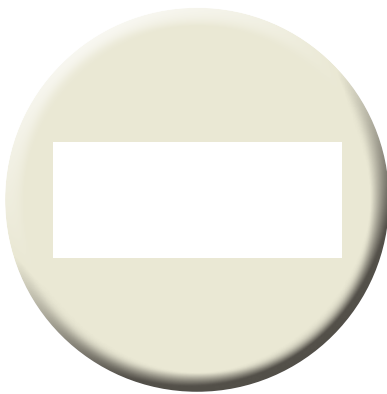
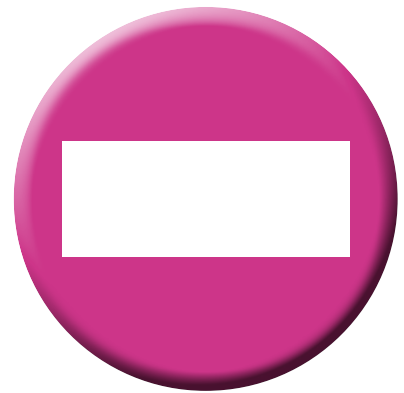
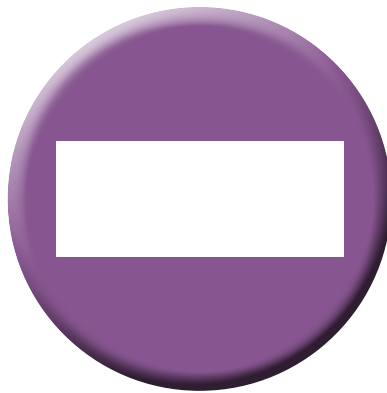
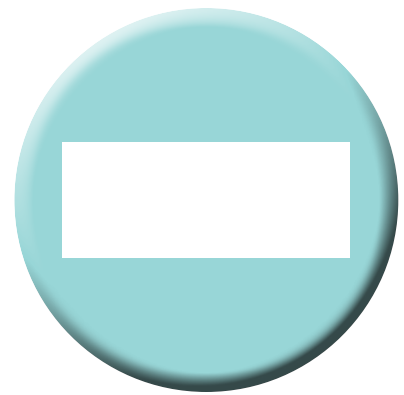
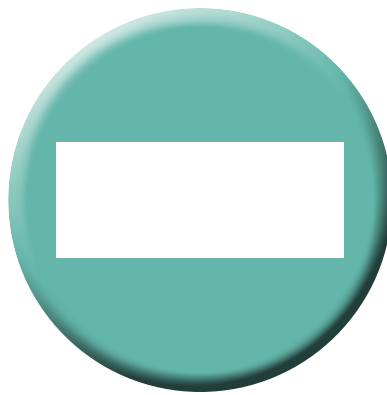
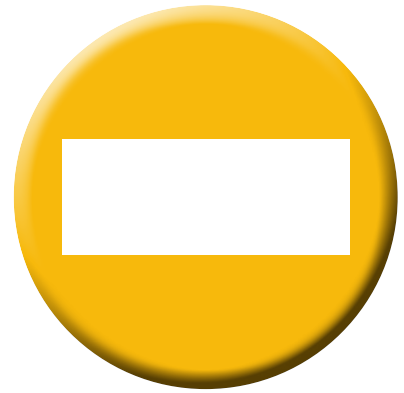
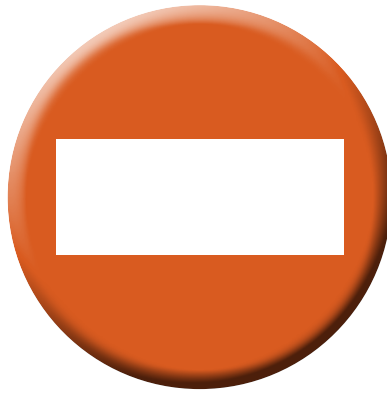
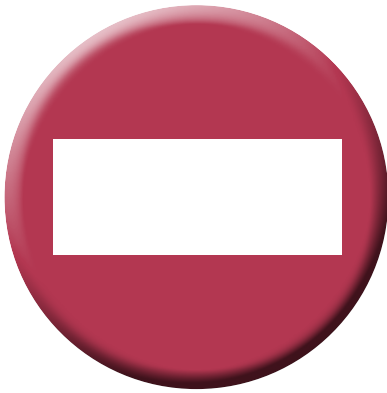
DATE				
TRANSPORT EXPENSES				
air travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
vehicle mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
gasoline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LODGING EXPENSES				
hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
parking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOOD EXPENSES				
breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE				
TRANSPORT EXPENSES				
air travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
vehicle mileage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
gasoline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LODGING EXPENSES				
hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
parking	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FOOD EXPENSES				
breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SUBTOTAL</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>GRAND TOTAL:</b>	TRANSPORT	<input type="text"/>	LODGING	<input type="text"/>	FOOD	<input type="text"/>
---------------------	-----------	----------------------	---------	----------------------	------	----------------------



**room** *index*









PRINT ON STICKER PAPER, OR REGULAR PAPER AND TRIM AND AFFIX TO BOXES

↑ THIS END UP ↑

PLACE STICKER HERE

ROOM

BOX #

PACKED BY

UNPACK FIRST!

FRAGILE

HEAVY

CONTENTS

↑ THIS END UP ↑

PLACE STICKER HERE

ROOM

BOX #

PACKED BY

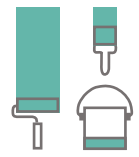
UNPACK FIRST!

FRAGILE

HEAVY

CONTENTS

**the new home**



**ROOM:** \_\_\_\_\_

**SQ FT:** \_\_\_\_\_

## PAINT

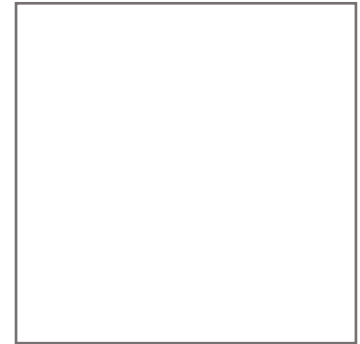
brand: \_\_\_\_\_

color: \_\_\_\_\_

finish: \_\_\_\_\_

color code: \_\_\_\_\_

store purchased: \_\_\_\_\_

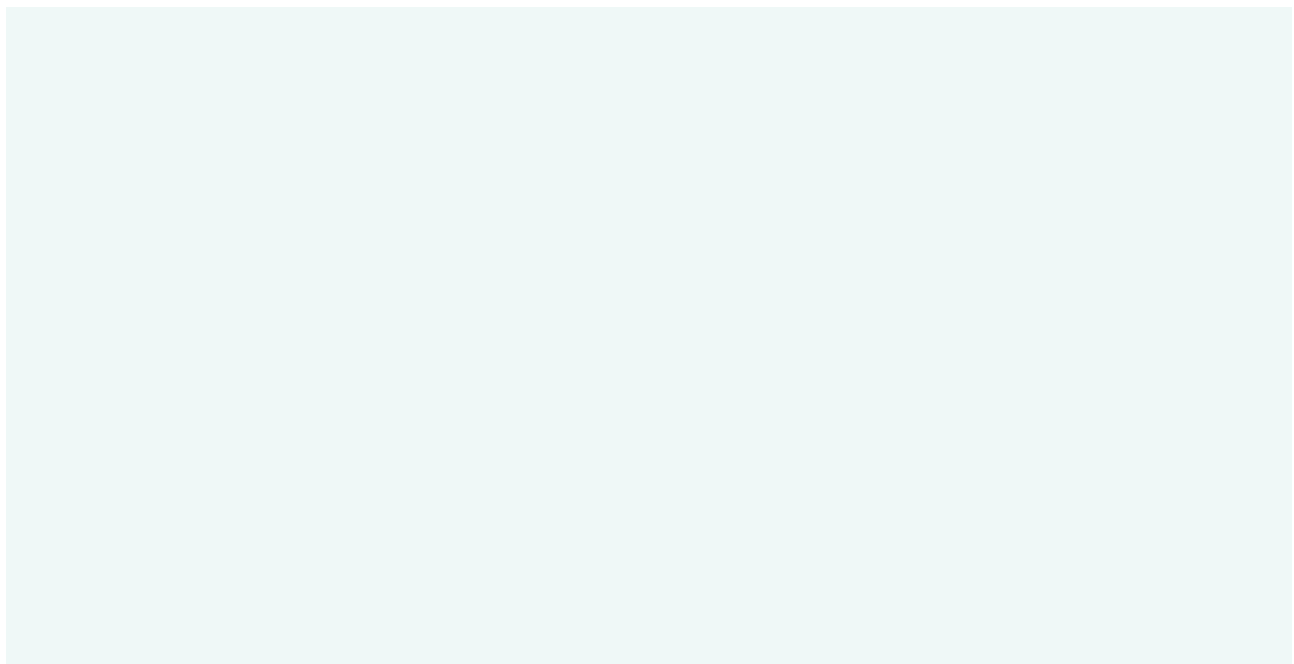


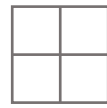
swatch

## THINGS TO DO

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## INSPIRATION + IDEAS





1/2" X 1/2" = 1 SQ FT



## INSTRUCTIONS

### STEP ONE - DRAW YOUR ROOM TO SCALE

- Use a measuring tape and pencil, measure and draw your room's length and width on the grid.
- Each 1/4-inch square on the grid = 1/2-foot of your room size  1/4" X 1/4" = 1/2 SQ FT
- Along each wall, measure the distances between the corner and trims of all doors, windows and other openings. Draw in the widths of these openings.
- Measure and draw in the locations of all wall outlets. Put "E" inside a small circle to indicate an electrical outlet, "W" for wall switch, "C" for cable, and "T" for telephone.
- Draw or note room features that may affect furniture placement: floor and wall vents, distance from floor to bottom of windows, height of wall molding, baseboard thickness, ceiling fans, etc.

### STEP TWO - MAKE SOME NOTES

- Jot down some notes below to help you design the room you want.
- Primary Room Function (entertaining, eating, home theater, working, sleeping):

---

- Will the room have  light,  medium, or  heavy use?  
(This may affect your choice of furniture styles, materials and surface protection.)
- What do you like or dislike about the items you are replacing?

---

- If you are you planning to keep any existing items in this room, note the dimensions:

---

- Type and color of window treatments \_\_\_\_\_
- Type and color of floor covering \_\_\_\_\_
- What rooms are adjacent to this room? \_\_\_\_\_

### STEP THREE - SELECT AND ARRANGE YOUR ROOM

- From the template pages, cut out the items that are closest in size and shape to any furniture pieces you plan to keep and all the new pieces you want. The width and depth of each item is indicated on the template. Unless your space is very tight, it's okay if the template items vary slightly from their actual size.
- To keep the pieces in place on the room grid and still be able to re-position them, use small strips of removable tape. Or tape the pieces to part of a "Post It" note.
- It's helpful to label your template pieces ("tan leather chair", "cherry desk") for easy reference.

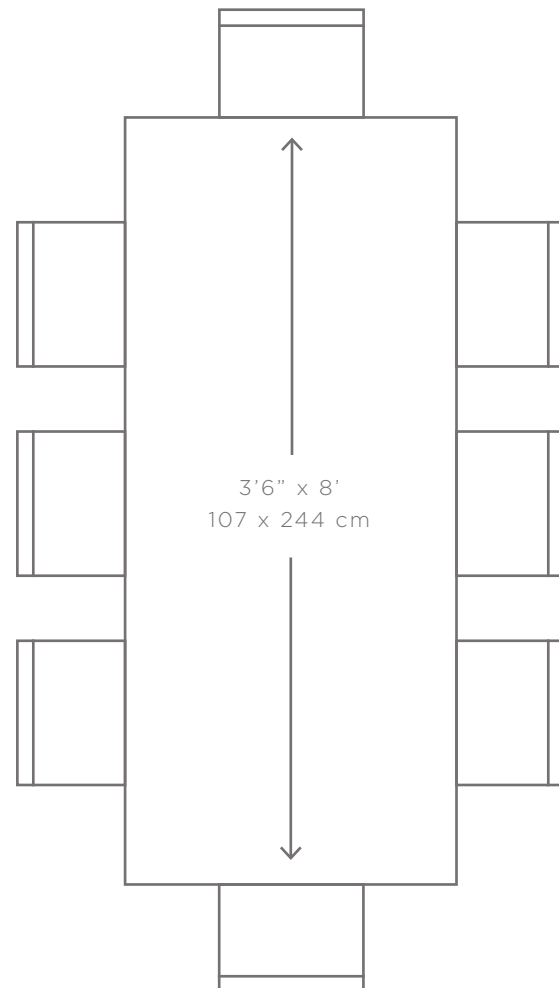
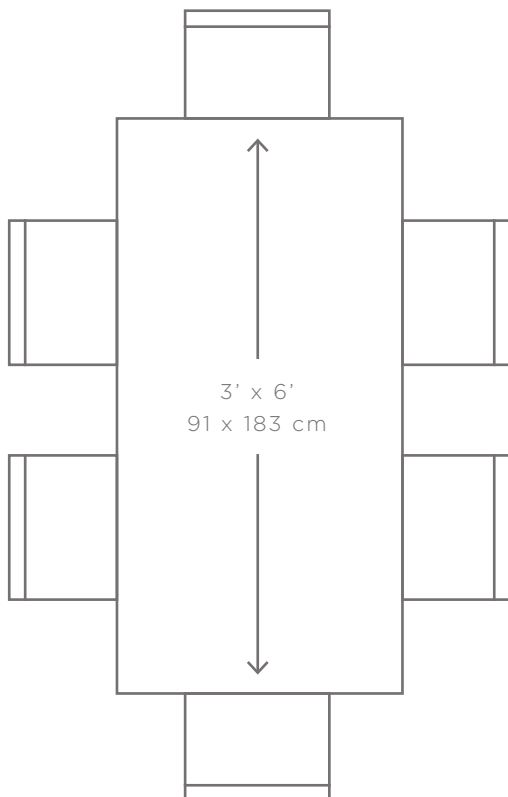
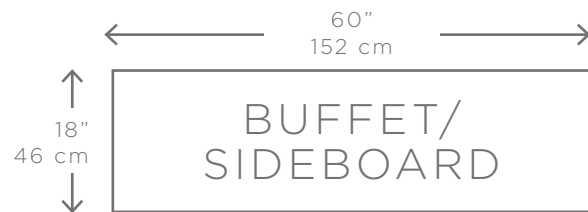
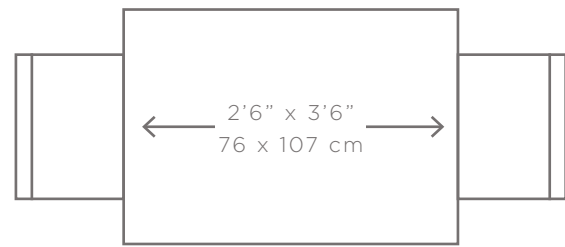
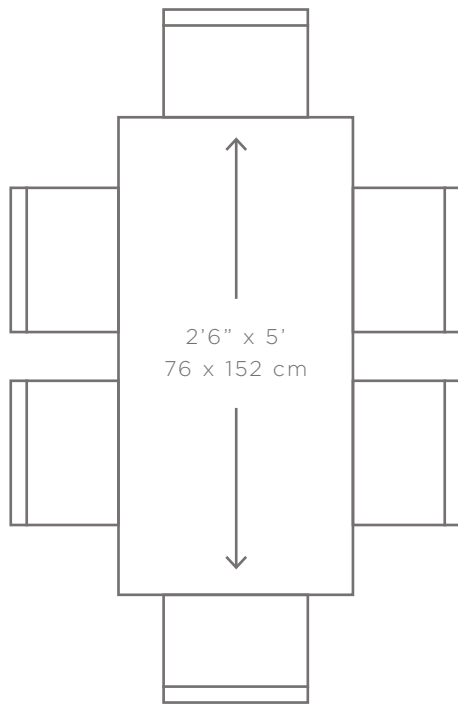
### WAYS TO BETTER A ROOM

- **Traffic Flow:** Notice the paths people take into and out of the room. Then position your furniture so it won't block the normal flow. Allow a 2-foot width (4 squares) for a traffic path.
- **Focal Point:** Find an important element in the room like a window, fireplace or large furniture piece. Make it the main point your furniture arrangement revolves around.
- **Conversation Areas:** For comfortable conversation, put chairs no more than eight feet apart. Place them so they face each other - either on an angle or straight on.
- **Balance:** Make sure the big pieces are not all in one end of the room. Spread colors and patterns around the room too.
- **Have fun!** There is no one right way to design a room. Different arrangements may be equally attractive and comfortable. Try arranging pieces in ways you may not have considered before.



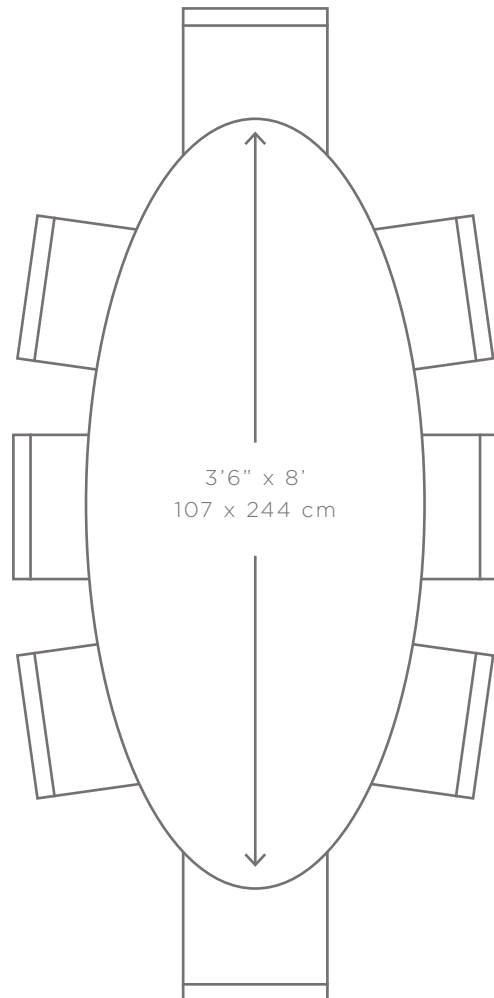
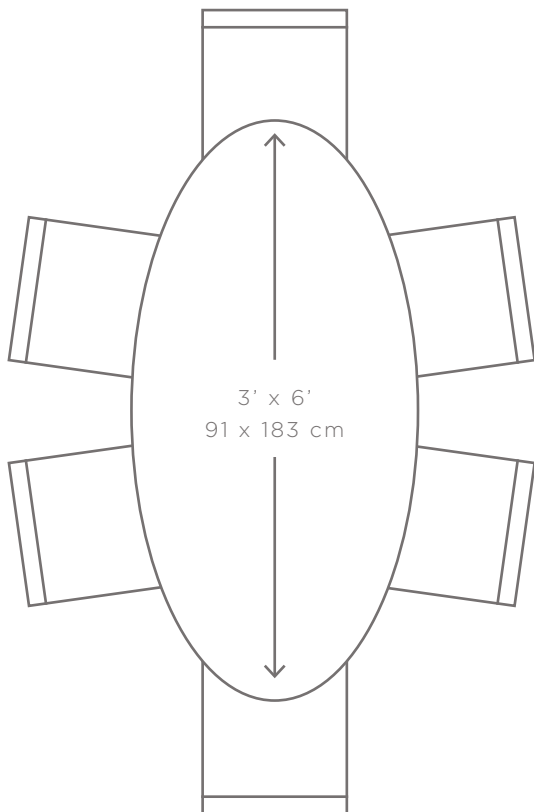
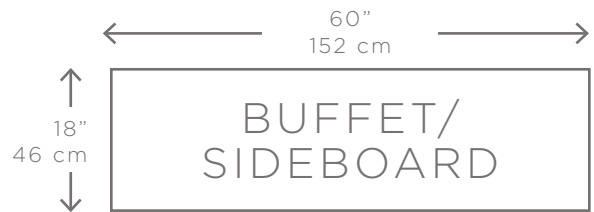
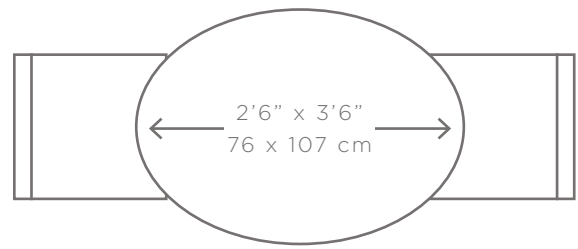
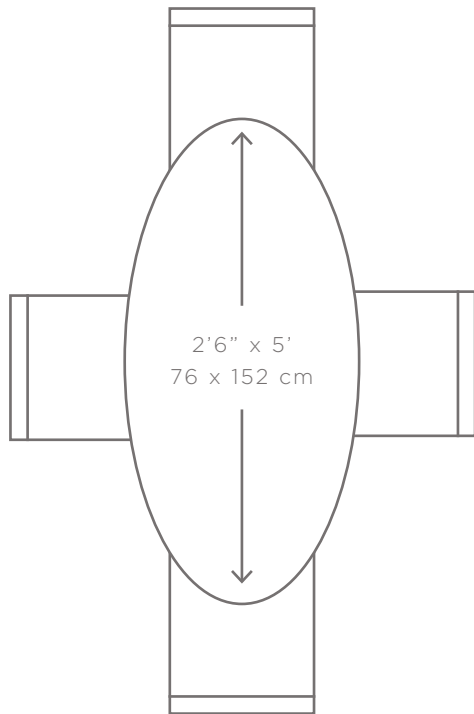


## DINING ROOM FURNITURE TEMPLATES





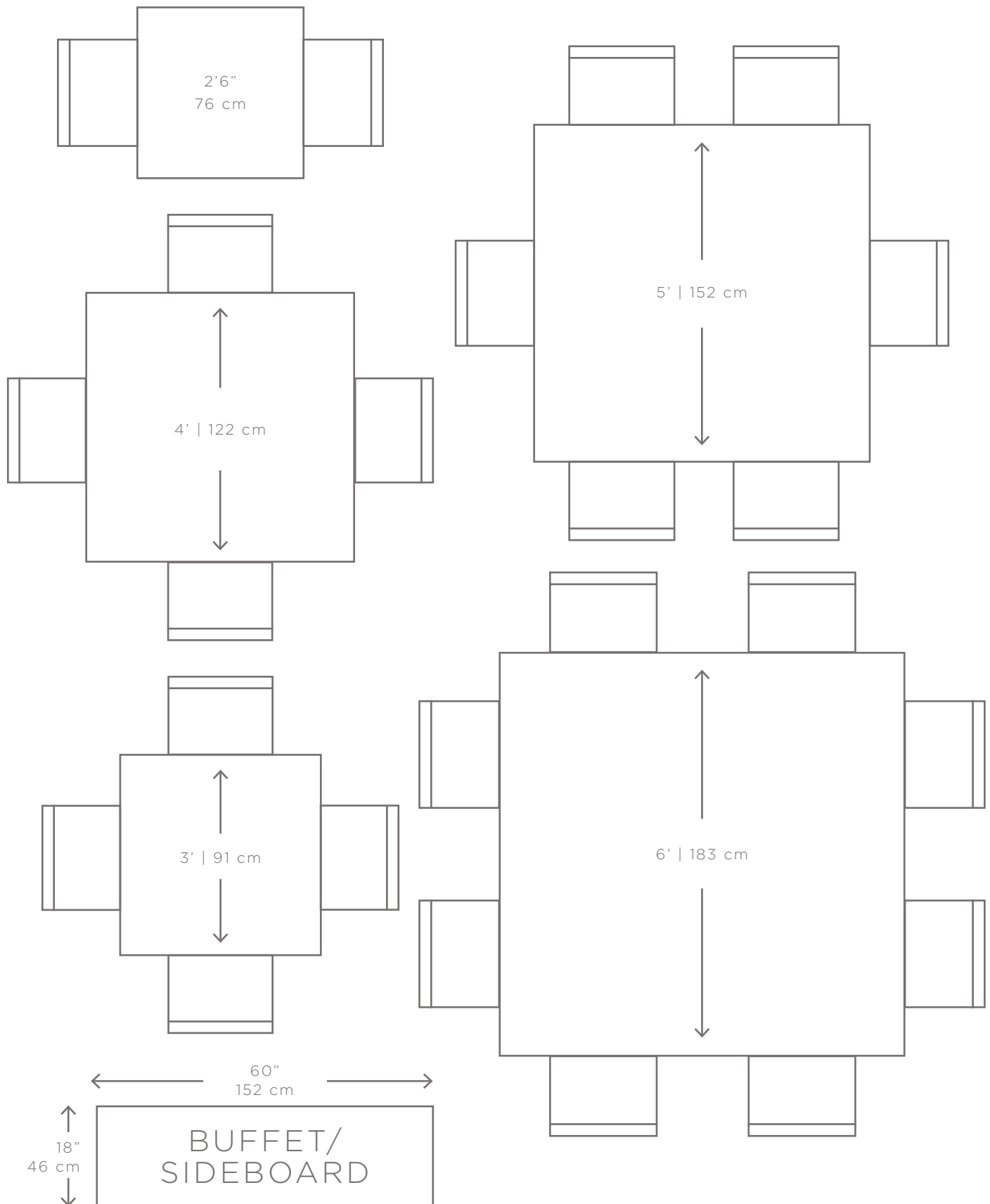
## DINING ROOM FURNITURE TEMPLATES







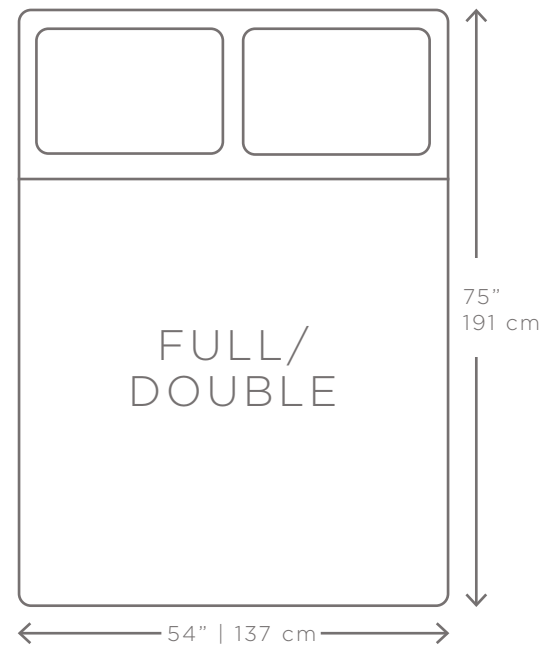
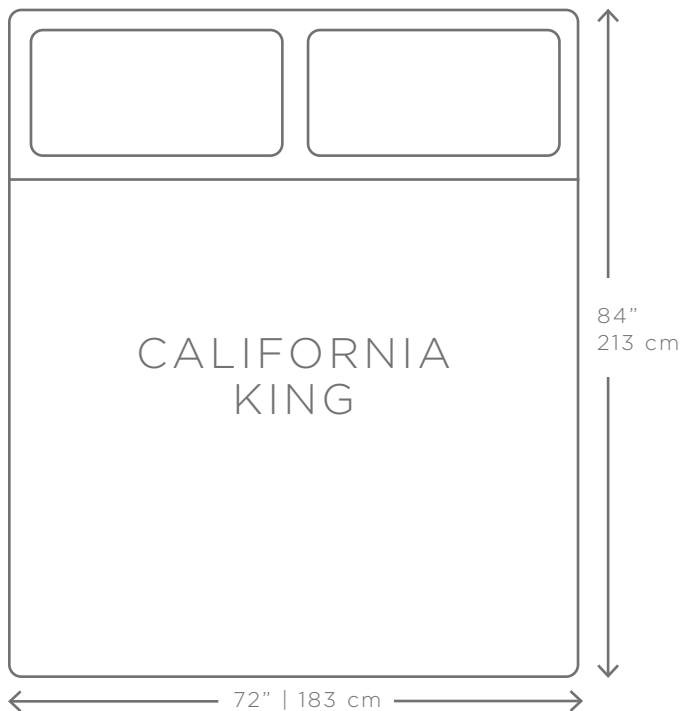
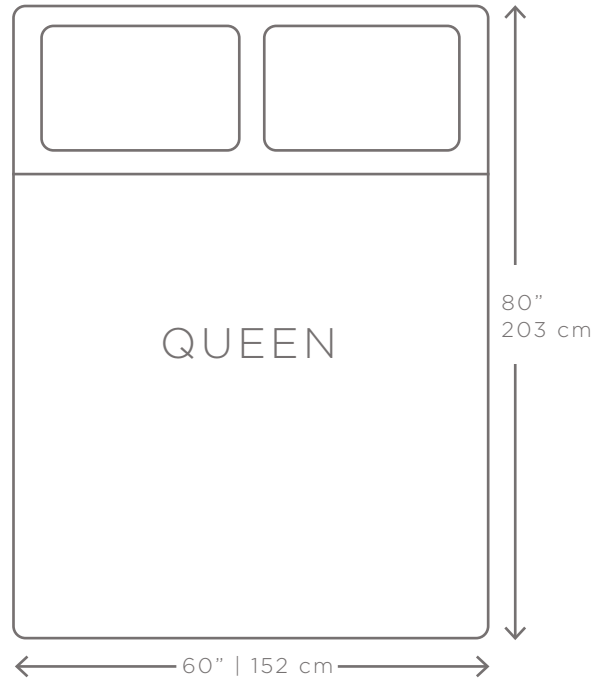
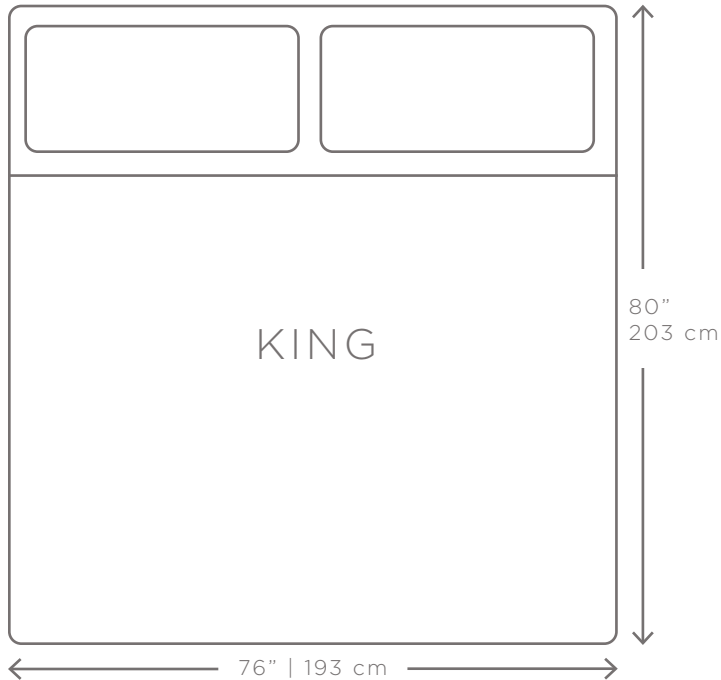
## DINING ROOM FURNITURE TEMPLATES





## BEDROOM FURNITURE TEMPLATES

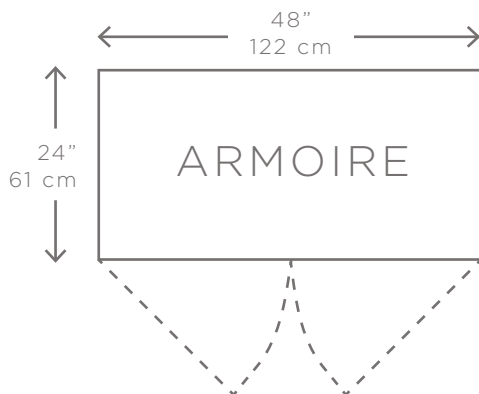
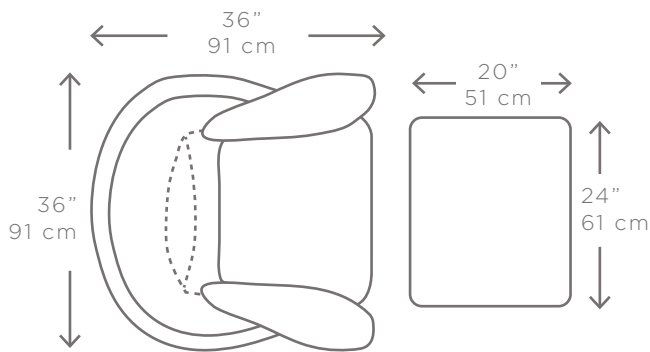
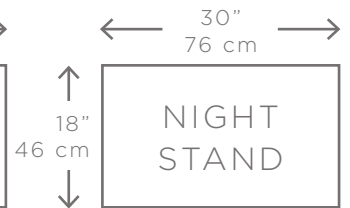
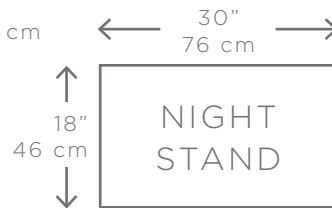
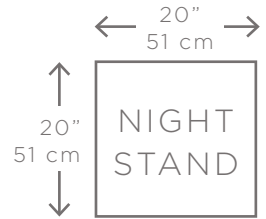
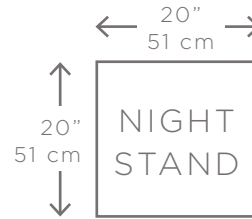
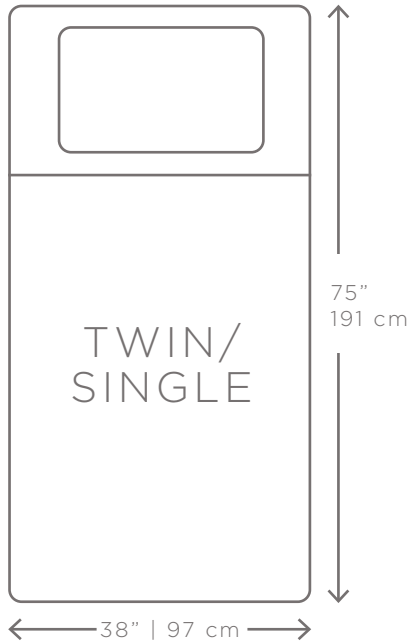
\*BE SURE TO ADD EXTRA ROOM FOR BED FRAMES





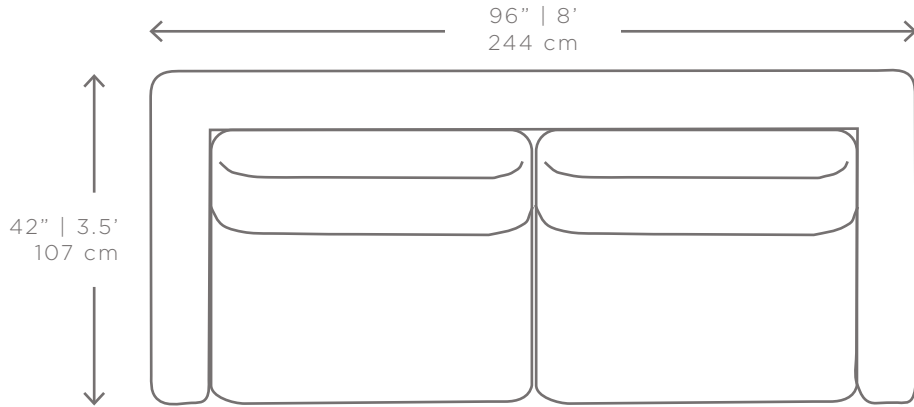
## BEDROOM FURNITURE TEMPLATES

\*BE SURE TO ADD EXTRA ROOM FOR BED FRAMES

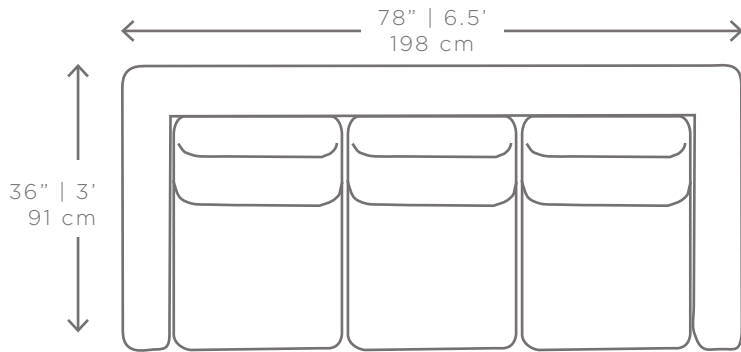
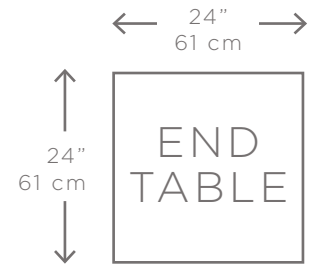
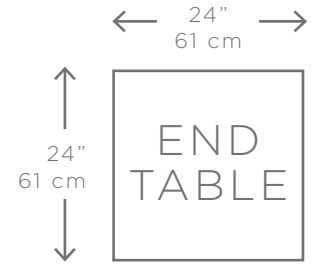




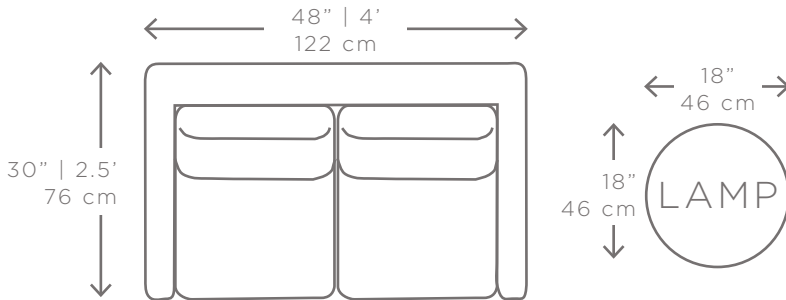
## LIVING ROOM FURNITURE TEMPLATES



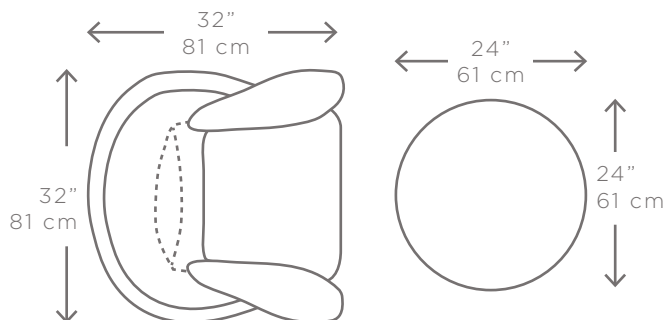
SOFA



LOVESEAT

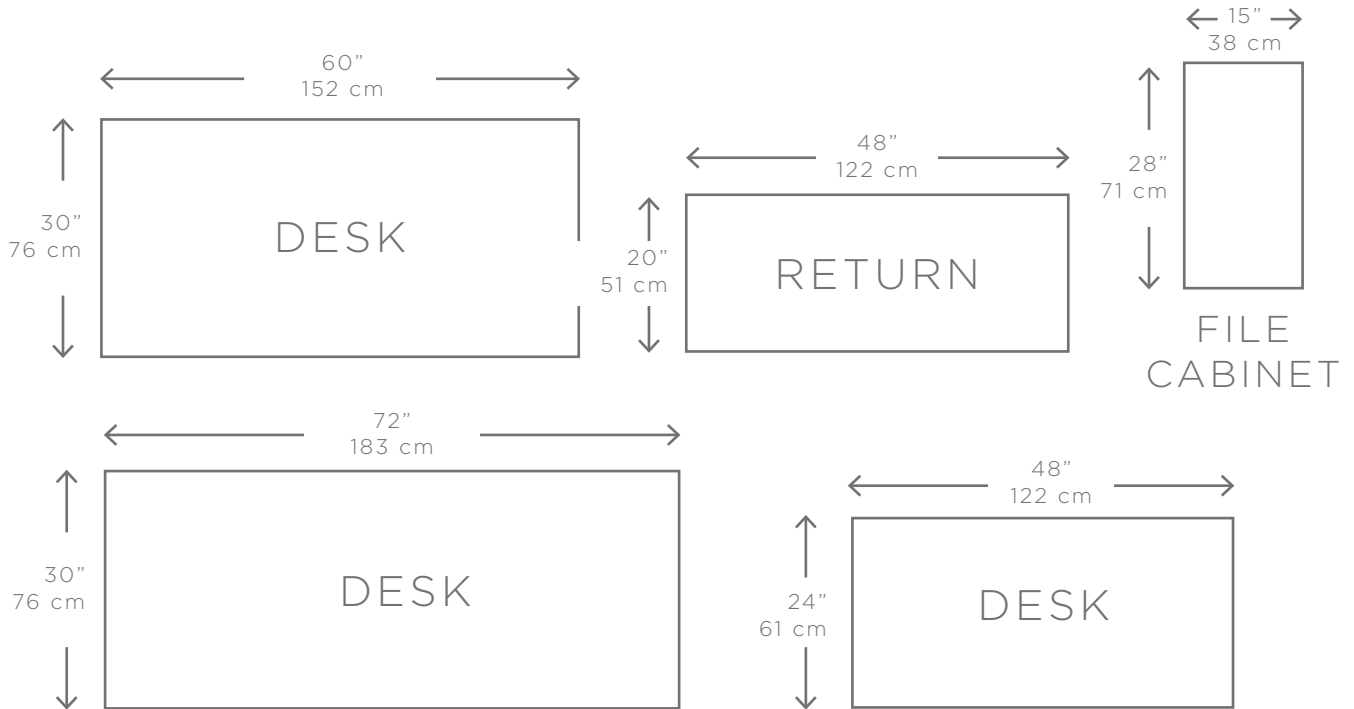


CHAIR + OTTOMAN



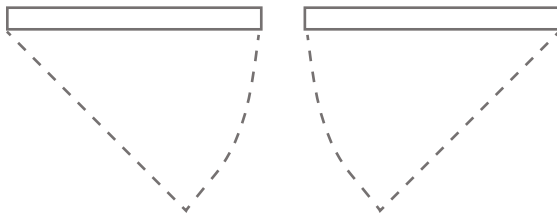


## OFFICE FURNITURE TEMPLATES



## STANDARD DOOR + WINDOW TEMPLATES

32" DOOR



36" WINDOW



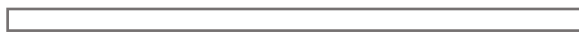
48" WINDOW



60" WINDOW



72" SLIDING DOOR



## DESIGNING YOUR OWN FURNITURE TEMPLATES

I have obviously not included all possible sizes of furniture templates as there are thousands. If there is a template you need that I haven't included, you can make your own piece by doing the following:

- *Remember:* each 1/4-inch square on the grid = 1/2-foot of your room size
- Measure the piece of furniture you need to replicate.
- To figure out how many squares it will be, you will divide the measurement (in inches) of the furniture piece by 6, since each square is equal to 6 inches.
- *Example:* If a piece measures 24" deep by 60" wide, you would figure your squares to be  $24/6 = 4$  and  $60/6 = 10$ , so you would draw your piece to be 4 x 10 squares on the grid.
- *Example 2:* If a piece measures 32" deep by 58" wide, you would figure your squares to be  $32/6 = 5.33$  and  $58/6 = 9.67$ , so you would draw your piece to be 5.33 x 9.67 squares on the grid.



## NEIGHBORHOOD



website \_\_\_\_\_ password \_\_\_\_\_



FB group \_\_\_\_\_



wi-fi \_\_\_\_\_ password \_\_\_\_\_



HOA \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_



property co \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## NEIGHBOR



names \_\_\_\_\_



child(ren) \_\_\_\_\_



pets \_\_\_\_\_



address \_\_\_\_\_



phone \_\_\_\_\_



email \_\_\_\_\_

## NEIGHBOR



names \_\_\_\_\_



child(ren) \_\_\_\_\_



pets \_\_\_\_\_



address \_\_\_\_\_



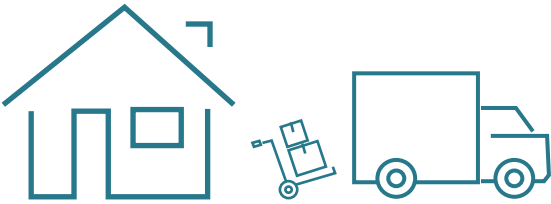
phone \_\_\_\_\_



email \_\_\_\_\_



**other** *notes*



A large, light blue rectangular area intended for handwritten notes. A decorative dashed teal line starts at the top right corner of the page, curves down the right side, loops around the bottom right, and then curves back up to the bottom left corner, ending near a truck icon.





SEELEY  
LANE  
»»»»»» design