



COLDWELL BANKER
U.S. VIRGIN ISLANDS

SELLER'S *moving guide*

340-778-0000 | 340-200-0100 | Info@ColdwellBankerVI.com

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PLANNING TO SELL

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.



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 can be used to your advantage. Other smells that attract positive attention include fresh baked bread and cinnamon.



LET THE LIGHT IN

Open the blinds. Put brighter bulbs in all the lamps (but not bright enough to cause a glare), and make sure lights are all working and the same color, including ceiling fixtures. Bright, open rooms feel larger and more inviting. Dark rooms feel small and gloomy.



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.



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.



UNCLUTTER YOUR HOME

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



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.



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.



HOME PREPARATION CHECKLIST

This checklist will help you get your home ready to show

EXTERIOR

- Clean around service areas/trash cans
- Haul away rubbish
- Repair leaky faucets
- Clean up pet droppings
- Paint or varnish doors
- Polish door hardware
- Power wash and reseal roof as needed

REPLACE/REPAIR/PAINT ANY DAMAGES

- Trim
- Rain gutters
- Shutters
- Doors
- Window frames
- Screens
- Hardware
- Fences/gates
- Outdoor lighting

LANDSCAPING

- Mow lawn regularly
- Remove/replace dead plants
- Prune overgrown/damaged plants & trees
- Prune/remove shrubs/trees blocking view

REPAIR/REMOVE ANY BROKEN OR DAMAGED ACCESSORIES

- Fences
- Gazebos
- Fountains
- Trellises
- Planters
- Replace any broken stepping stones

CLEAN/WASH

- Windows
- Screen
- Outdoor BBQ
- AC unit
- Pool

INTERIOR

CLOSETS

- Keep closets clean and free of clutter
- Throw out or pack away non-essentials
- Adjust/repair doors
- Lubricate door hardware
- Paint, if needed

ALL ROOMS

- Doors
- Windows
- Light switches
- Baseboards
- Have draperies cleaned if necessary
- Remove or pull back dark curtains
- Make sure doors open smoothly
- Clean ceiling light fixtures
- Check for cobwebs in all corners
- Empty wastebaskets
- Make the beds
- Fluff the pillows
- Make sure lower cranks are working

KITCHEN

- Keep dishes and food out of sight
- Clean appliances
- Clean range hood, including light bulbs
- Keep floor clean
- Clean light fixture
- Make sure all electrical outlets work
- Eliminate cooking odors
- Clean dishwasher
- Repair faucets
- Organize cupboards
- Clean out under sink

BATHROOMS

- Shine mirrors
- Keep wastebaskets empty and clean
- Clean out cabinets and remove non-essentials
- Keep fresh, clean towels on towel racks
- Clean shower door – if sliding door, keep track well lubricated
- Remove soap residue, mildew and mold from sink/tub/shower
- Remove stains from sink, tub, toilet
- Replace torn/moldy shower curtain
- Clean tile grout
- Make sure toilet flushes properly – replace mechanism if necessary
- Clean exhaust fan – replace if broken or noisy

GARAGE/CARPORT/SHED

- Install 100-watt light bulb
- Keep area clean/uncluttered
- Hang up/put away tools
- Clear away any cobwebs
- Paint if needed

LAUNDRY AREA

- Clean out area behind washer/dryer
- Eliminate any mildew odors

PUT LIGHT BULBS IN

- All exterior fixtures

AIR CONDITIONING UNIT

- Clean filter
- Clean drain line
- Make sure condenser is free from plants and other obstruction

Provide an exhaustive written list of the features of your home.

Refer any prospect that calls or comes by to your broker for pre-screening and pre-qualification as well as for your own safety.

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.

MOVING CHECKLIST

TWO MONTHS PRIOR

- Acquire estimates from moving companies
- Create and maintain a file for all moving papers and receipts
- Talk with your accountant to determine if any parts of your move might be tax-deductible
- Create and maintain a file for all moving papers and receipts

SIX WEEKS PRIOR

- Complete a Change of Address card at the USPS post office and at the following places you do business: accountants, attorneys, banks, credit card companies, former employers, insurance agents, IRS/Social Security Admin, periodicals, physicians and dentists, relatives and friends, religious organizations, schools, stockbrokers
- Do some research on healthcare professionals and hospitals in your new location if moving off island
- Arrange to have family medical records transferred to new physicians if moving off island
- Arrange to have pet records transferred to new veterinarian if moving off island
- Arrange to have children's school records transferred if moving off island
- Select a reputable mover with good insurance coverage or reserve a rental truck

ONE MONTH PRIOR

- Arrange for personal/family travel (air, hotel, car rental) if moving off island
- Arrange for the transportation of pets, plants and other delicate items
- Contact all utility companies (cable, gas, electric, phone, refuse collection, water, etc.) to arrange for disconnect, final billing and connection at your new address
- Contact insurance companies (auto, homeowner's, medical and life) to update policies
- Gather all legal documentation into one box and maintain in an accessible and safe place.
- Documents should include vehicle titles, registration documents and licensing, birth certificates, wills, deeds, stock, legal, medical, and insurance records
- Make arrangements to transfer funds and close bank accounts if necessary
- Notify landlord of pending departure and request security deposit refund
- Notify in-home contracted service providers (housekeeping, gardening, pool, pest control, etc.)
- Save receipts from the move (many moving expenses are tax deductible)
- Gather moving supplies (boxes, bubble wrap, tape, markers, rope)
- Start packing!

INVENTORY POSSESSIONS

- Sell and give away items you don't want or need from closets and storage areas
- Donate unsold items to charity or otherwise remove them from property

TWO-THREE WEEKS PRIOR

- Arrange for childcare on moving day
- Notify the Department of Motor Vehicles of your new address
- Review arrangements with the moving company

ONE WEEK PRIOR

- Fill all prescription medications
- Settle all outstanding bills with vendors

A FEW DAYS PRIOR

- Finish packing
- Pack first night items, including alarm clocks, change of clothes, flashlight, phone, sheets, toiletries and towels

MOVER'S SURVIVAL KIT

- Aspirin or ibuprofen
- Coffee, filters, and coffee maker
- Paper towels, toilet paper, soap
- Paper cups and plates, plastic utensils
- Pen and notepad
- Scissors, utility knife, masking and/or duct tape
- Trash bags and shelf liner
- Water, soft drinks, snacks

MOVING DAY

- Be home to answer any questions your mover may have
- Remain until movers are finished loading your belongings
- Record all utility meter readings upon departure
- Ensure you and the movers did not leave anything in the vacated house
- Carefully read, complete, and sign the bill of lading and the inventory sheet
- Keep copies of the bill of lading and inventory sheet until your possessions are delivered, charges are paid, and claims are settled

PACKING TIPS

- Keep jewelry, important papers or medications with you
- Label boxes as you pack them with content and desired room location
- Leave lamps, china & artwork or breakables for movers to pack
- Pack heavy items in small boxes
- Do not over stuff boxes; leave some extra room at the top
- Tape cords underneath all electrical appliances
- Wrap breakables in newspaper, bubble wrap, clothes or towels

PET MOVING CHECKLIST

Pets have many needs which become complicated when moving off island. This moving checklist for pets lists all of the hurdles of pet relocation.

BEFORE MOVING YOUR PET

- Visit the veterinary office. Make sure to pick up your pet's medical records. 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, consider asking 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.
- 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. Be aware of airline policies regarding temperatures, permitted animal breeds, and carrier requirements.
- 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 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.
- 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.

MOVING WITH YOUNG KIDS

Tips and tricks to encourage a smooth transition

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.

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.

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.*

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.*

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*
- *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)*

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

- *Magazines (The USPS will only forward magazine subscriptions for two months)*
- *Streaming services*

OTHER

- *Airmiles reward program*
- *Update personal websites*
- *Register to vote!*
- *Children's schools*