

cend[®]

SIGNATURE SERVICES

A COMPANION TO YOUR JOURNAL

My Rightsizing Checklist

A step-by-step companion to *My Rightsizing Journal* — six phases that carry you from first decisions through settling into your new home, with a box to check off every task along the way.

Check items off on your computer and save your progress, share it with family or your cend Personal Move Manager, or print it and check the boxes by hand.

PREPARED FOR

DATE STARTED

01 PHASE · 8-12 WEEKS OUT

Plan & Decide

- Confirm the timeline: target sale date, target move date, and any lease or closing deadlines on the new place.
- Interview and select your downsizing and moving partner and your realtor at the same time — they'll be instrumental in the heavy lifting, the organizing, and making sure you're fully prepared to move into your new residence.
- Set a budget with your move management company (like cend) covering agent commission, movers, storage, repairs and staging, and overlap costs such as two mortgages or two sets of utilities.
- Start small with low-emotion areas first: pick one room — not the one that needs the most decisions — and take the small wins to build momentum.
- Create your "Keep Anchor." Working alongside your move management company and PMM (Personal Move Manager) and crew, decide what has to come with you versus what's negotiable — this is your "keep" anchor.
- Interview and select a real estate agent who knows your market.
- Get a pre-listing home inspection if you'd rather avoid surprises during the sale.
- Notify family early if you're passing down heirlooms, furniture, or sentimental items.
- Using cend technology, video and photograph items and share the results with your family so they can decide what they'd like.

02 PHASE · 6-10 WEEKS OUT FROM THE MOVE

Sort & Declutter

Work one room at a time. Use four categories: Keep, Sell, Donate / Gift, and Toss.

- Apply a simple test: have I used this in the last 2 years? Does it fit my new life and space?
- Keep only what fits the new floor plan — have your PMM complete a space-planning document and measure before deciding on big pieces.
- Pull duplicates from consolidated households (two sets of tools, dishes, linens, and so on).
- Digitize what you can: photos, documents, old paperwork, CDs and DVDs.
A photo or short video of an item — with you telling its story — might be all you need to let the item itself go.
- Set aside important documents (wills, deeds, titles, tax records, passports) in one secure box.
- With your PMM, sell higher-value items: estate sale, consignment, online marketplace, or auction.
- Have your PMM order a dumpster so it's easy and efficient to discard the "toss" pile.
- Schedule donation pickups for furniture and bulk items.
- Handle "maybe" items decisively — anything that sits untouched for the whole process most likely goes.

03 PHASE · OVERLAPS WITH PHASE 2

Consolidate Two Properties

- Decide which property is the keeper (or whether both are being sold), and have your PMM complete the tasks — with your guidance — in both locations.
- Inventory both homes so nothing is duplicated or forgotten.
- Reconcile duplicate furniture and appliances — keep the better one, release the rest.
- Transfer or cancel utilities, services, and subscriptions tied to the property being left.
- Redirect mail and update your address with banks, employers, insurers, and the post office.
- If using temporary storage, book a unit and label everything by destination room.
- Coordinate timing so you're not paying full overlap longer than necessary.

04 PHASE · 4-6 WEEKS OUT

Stage the Home for Sale

The goal: make the space feel bright, clean, spacious, and neutral so buyers can picture themselves living there.

Declutter & depersonalize

- Your PMM will help remove roughly 30–50% of furniture and belongings to make rooms feel larger.
- Clear countertops, shelves, and surfaces down to a few tasteful items.
- Take down family photos, personal collections, and anything polarizing.
- Have your PMM empty or organize closets and cabinets.
- Store as much as possible — neatly organized — in the garage or storage space.
- If you must leave items in closets, ask your PMM to make them look as organized and clear as possible.

Repair & refresh (a trusted handyman can do much of the small stuff)

- Fix the small stuff: leaky faucets, squeaky doors, chipped paint, loose handles, dead bulbs.
- Apply fresh neutral paint where walls are scuffed or boldly colored.
- Deep clean everything — floors, windows, grout, appliances, light fixtures.
- Address odors (pets, smoke, cooking) — these turn buyers off fast.
- Tackle curb appeal: mow, trim, mulch, clean the entry, add a fresh doormat or plants.

Set the scene

- Maximize light: open blinds, clean windows, add lamps to dim corners.
- Arrange furniture to show clear traffic flow and each room's purpose.
- Add neutral, inviting touches: fresh towels, a bowl of fruit, simple greenery.
- Consider a professional stager or stand-in furniture if the home is already empty.
- Schedule professional listing photos after staging is complete.

05 PHASE · 1-3 WEEKS OUT

The Move

At cend — because we're both a move management company and professional household-goods movers — we can handle all of the moving logistics for you.

- Book movers (or a truck) early; confirm the date, insurance, and a written estimate.
- Have the moving company pack or crate anything going to family members that needs shipping.
- Have the movers prepare any items you've decided to store until later, so you don't have to decide everything at this busy time.
- Your professional movers will create an inventory list for each shipment and for the items you donated.
- Pack an "open first / essentials" box: toiletries, medications, chargers, basic tools, snacks, a change of clothes.
- Set aside valuables and documents to transport yourself — not on the truck.
- Confirm move-in logistics at the new place: give the property manager's information to your PMM so they can arrange parking, elevator reservations, access codes, and HOA rules.
- Set up utilities and internet at the new home to be active on move-in day if needed.
- Arrange care for pets on moving day.
- Do a final walkthrough of the old home with your PMM — check every closet, drawer, and cabinet.

06 PHASE

Settle Into the Smaller Space

- Unpack yourself, or let cend unpack, put everything away, and set up your new home so it's move-in ready.
- Use the move as a final filter — anything that doesn't fit or get used can still go.
- Invest in space-saving storage: vertical shelving, under-bed bins, multi-use furniture.
- Update your address everywhere remaining: voter registration, licenses, online accounts, deliveries.
- Meet neighbors and learn the new building or community rules.
- Donate or sell the last round of "didn't fit" items rather than re-storing them.

A few guiding principles

We know this is a big process, and it can be very emotional. We want to help you avoid decision fatigue and the stress this can cause. We work for you.

- **Start with the least emotional things.** Momentum from easy wins carries you through the harder decisions.
- **Measure before you keep.** The new space — not nostalgia — decides what comes along.
- **Decluttering and staging are the same work.** Everything you remove for the sale is one less thing to move.
- **Don't re-store indecision.** A "maybe" box that survives the whole move is just a delayed donation — unless it's truly meant for a known later use, set aside for family who can't take it yet, or simply too meaningful to release right now.