

# MASTER MOVE & RENTAL TRANSITION PLAN

Chelsea & Dan | Nashville, TN

**Target Vacate Date:** February 28, 2026

Print-ready master plan with phased schedule, annotated calendar, room-by-room packing checklists, move-out restoration checklist, rental scorecard, supplies/costs, and logistics.

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## How to use this document

Work in order. Finish one space before starting the next. Use the phase calendar to stay on track, then execute room checklists. Keep the final-week pages accessible on move week.

## Guiding Rules

- [ ] Systems over stuff (rooms are systems, not piles)
- [ ] Heavy items move once
- [ ] Decisions before action (keep/donate/discard rules)
- [ ] Label every box (room, contents, priority, owner)
- [ ] Photograph setups before teardown (studio, garage, entertainment)

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# 1. Move Plan Overview & Phases

Goal: Vacate current home by February 28 with minimal stress and no last-minute scrambling.

## Phase 0 - Prep & Decisions (Now - Mid January)

- ☐ Buy boxes and supplies (see Supplies & Cost Breakdown)
- ☐ Decide keep/donate/discard rules (what qualifies, where donations go)
- ☐ Create staging zones: Packed & Done / To Be Packed / Final Week Only
- ☐ Photograph studio, garage, and entertainment setups

## Phase 1 - Non-Essential Packing (Mid January - Early February)

- ☐ Decor, books, puzzles, gifts
- ☐ Seasonal items
- ☐ Guest rooms and loft loose items
- ☐ Extra kitchen items

## Phase 2 - Complex Systems (Early - Mid February)

- ☐ Studio teardown and packing
- ☐ Loft electronics and heavy furniture
- ☐ Arts & crafts / 3D printers
- ☐ Garage and tools

## Phase 3 - Core Living Areas (Mid February)

- ☐ Living room and dining room
- ☐ Kitchen (non-daily items first)
- ☐ Outdoor storage and plants

## Phase 4 - Final Week (Feb 22-28)

- ☐ Beds and mattresses
- ☐ Daily clothes and toiletries
- ☐ Coffee maker and daily kitchen items
- ☐ Final clean, walkthrough, and key return

Rule of thumb: heavy items move once; fragile items move early.

## 2. Overlapping Calendar (Jan - Mar 2026)

Use these calendars as the master timing reference. Notes inside a day cell are the key target(s) for that day. If you slip, adjust forward but protect Final Week tasks.

### January 2026

S	M	T	W	T	F	S
				1	2 Create Box map	3
4	5 Buy Supplies	6	7 Stage Zones	8	9 Donate Run 1	10 Photo Systems
11	12 Phase 1 Start	13	14	15 Scorecard Showings	16	17
18 Pack Loft	19 Apps Submit	20	21	22	23 Pack Guest 1	24
25	26 Phase 1 Done	27	28	29 Confirm Move Days	30	31

### Key targets for January

- [ ] Complete Phase 0 (prep, decisions, staging zones)
- [ ] Begin and complete most of Phase 1 non-essentials
- [ ] Start rental showings; submit applications by late month
- [ ] Soft-plan helpers and truck for February heavy days

### February 2026

S	M	T	W	T	F	S
1 Phase 2 Start	2	3	4 Pack 3D/Arts	5	6	7 Studio 60%
8	9 Donate Run 2	10	11	12 Garage Prep	13	14 Studio Done
15	16 Garage Shutdown	17	18 Utilities Transfer	19	20 Cleaner Book	21 Truck Lock

22 Fixes Begin	23	24 Final Kitchen	25 Load Trip 1	26 Load Trip 2	27 Final Clean	28 Vacate Keys
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### Key targets for February

- [ ] Phase 2: Studio, upstairs electronics, 3D/arts, garage/tools
- [ ] Phase 3: Living areas and non-daily kitchen items
- [ ] Phase 4: Fixes, final loads, cleaning, walkthrough, keys

### March 2026

S	M	T	W	T	F	S
1 Unpack Basics	2	3 Kitchen Reset	4	5 Beds Done	6	7 Studio Up
8	9	10 Garage Stage	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Key targets for March

- [ ] Stabilize: unpack HIGH priority boxes
- [ ] Rebuild functional studio (not perfect)
- [ ] Stage tools and garage, then unpack gradually

### 3. Supplies, Costs, Trips, and Labor

This is an estimate framework. Replace with actual prices as you buy.

Item	Qty	Est. Cost
Small boxes	20	\$40
Medium boxes	40	\$100
Large boxes	25	\$90
Wardrobe boxes	3	\$45
Heavy-duty tape (6-pack)	2	\$30
Painter's tape	3	\$18
Sharpies	4	\$10
Zip-top bags (bulk)	1	\$15
Stretch wrap	2	\$20
Moving blankets	12	\$60

Estimated supplies total: **\$425 - \$450**

#### Transport and Trips

- ☐ Primary: 20' U-Haul for studio, garage, furniture, refrigerator
- ☐ Secondary: personal vehicle for fragile electronics, pets, priority boxes
- ☐ Plan 1 main truck day + 1 partial follow-up trip
- ☐ Plan 2-3 short personal-vehicle runs for priority/fragile items

#### Helpers / Labor

- ☐ Minimum 2 helpers on: Studio load day, Garage/tool chest day, Move-out day
- ☐ If paid labor: assume \$25/hr x 2 people x 6-8 hrs (\$300 - \$400)
- ☐ Have water + snacks ready; keep pathways clear; protect floors and stairs

#### Labeling System (Required)

Every box must show destination room, short contents, priority, and owner.

- ☐ Destination room written clearly
- ☐ Short contents description
- ☐ Priority marked (LOW / MED / HIGH)
- ☐ Owner marked (Dan / Chelsea / Both)
- ☐ Hardware bags taped inside box

## 4. Room-by-Room Execution Checklists

These checklists are intentionally itemized. Print and check off. Finish each space fully before moving on.

### 4.1 Studio (Dan) - Controlled Teardown

Goal: Protect gear, label everything, and avoid rework.

#### Preparation

- ☐ Photo sweep: whole room + desk close-ups + cable routes + rack back panels
- ☐ Photo patchbay / back-of-rack wiring (close-up)
- ☐ Computer: confirm backups (projects, samples, presets) to external drive
- ☐ Make a one-page 'rebuild order' note: what gets set up first at new place
- ☐ Stage 3 zones: Packed & Done / To Be Packed / Final Week Only
- ☐ Pre-label 10-15 boxes: STUDIO - CABLES, STUDIO - RACK, STUDIO - DESK, STUDIO - MICS, etc.
- ☐ Gather: painter's tape, sharpie, zip-top bags, stretch wrap, blankets
- ☐ Create one 'OPEN FIRST - STUDIO' box (power strip, laptop charger, 2 XLR, 2 instrument cables)

#### Small + Fragile (pack first)

- ☐ Microphones + clips (bag hardware)
- ☐ Mic stands: collapse; bundle; label
- ☐ Interfaces / preamps / small pedals
- ☐ Pedalboard: photo routing; remove pedals if needed; bag patch cables
- ☐ Headphones + adapters
- ☐ Hard drives + USB hubs + dongles
- ☐ Cables sorted: audio, power, HDMI/Display, network (label both ends)
- ☐ Power supplies (wall warts) bagged and labeled to device
- ☐ MIDI cables + adapters labeled
- ☐ Studio tools: drum keys, hex keys, small screwdrivers, tape, spare parts

#### Racks / Desks / Monitors

- ☐ Label rack units (top-to-bottom list taped to inside of rack door/side)
- ☐ Bag rack screws/rails if anything is removed
- ☐ Unplug and label power strips (which strip powers what)
- ☐ Network gear: label modem/router/switch; bag ethernet leads
- ☐ Pack monitor speakers with blankets; mark 'FRAGILE - THIS SIDE UP'
- ☐ Displays/monitors: wrap screens; protect edges; pack stands separately
- ☐ Remove desk gear in layers: controllers -> screens -> stands
- ☐ Desk cable management: leave labeled bundles intact when possible
- ☐ Bag and tape all hardware to the matching desk/rack part

#### Instruments

- ☐ Drums: remove loose accessories; pad shells; label cases
- ☐ Snare/drum cases: add towel/foam padding to prevent movement
- ☐ Stands: bundle by type; tape bundles; label
- ☐ Keyboards/guitars: cases + padding + 'FRAGILE'
- ☐ Cymbals: in cymbal bag; keep vertical; label

#### Home Theater / Display



- [ ] TV: transport vertical; two-person carry; protect corners
- [ ] Consoles/streamers: bag cords per device; label
- [ ] Speakers/sub: blanket wrap; label left/right
- [ ] Remote controls + batteries in a labeled bag

### **Final Studio Closeout**

- [ ] Walk the room: nothing loose remains except furniture shells
- [ ] Confirm all cables accounted for (no hidden under desk)
- [ ] Take final 'empty room' photos
- [ ] All studio boxes staged in one stack area for load planning

## **4.2 Chelsea's Loft - Pack by Surfaces, then Furniture**

- [ ] Clear all surfaces (tables, shelves) into sorted piles: keep / donate / trash
- [ ] Pack decor, books, puzzles, gifts (non-essentials)
- [ ] Pack plant-related small items; protect fragile planters
- [ ] Electronics: TV + cords bagged and labeled
- [ ] Disassemble/collapse shelving as needed; hardware bag taped to frame
- [ ] Couch: remove cushions; wrap corners
- [ ] Coffee table and side tables wrapped
- [ ] Exercise bike: secure moving parts; protect frame
- [ ] Mattress last; bag/cover

## **4.3 Guest Room 1 - Closet, Linens, Wall Items**

- [ ] Closet: pack out-of-season and non-daily items first
- [ ] Linens: sheets, spare blankets, spare pillows
- [ ] Nightstand/dresser: empty drawers into boxes (keep drawers light)
- [ ] Wall decor removed and wrapped
- [ ] Bed frame disassembled; hardware bag taped to frame
- [ ] Mattress bagged last

## **4.4 Guest Room 2 - Arts / 3D Printing**

- [ ] Filament spools boxed and labeled by type
- [ ] Printer tools: nozzles, wrenches, calipers, adhesives
- [ ] Printers powered down; moving axes secured; original foam/box if available
- [ ] Fragile prints and parts wrapped
- [ ] Tables/shelving disassembled; hardware bag taped
- [ ] Rug rolled and taped

## **4.5 Upstairs Bathroom - Daily Kit vs Pack**

- [ ] Toss expired products
- [ ] Pack backups and non-daily items
- [ ] Keep a single daily kit accessible

☐ Pack towels except 1 active set

## 4.6 Garage & Workshop - Shutdown Plan

Rule: Containers stay containers. Heavy items move once.

### Hazards & Chemicals (first)

- ☐ Separate flammables/solvents/paint
- ☐ Seal containers; place in a dedicated bin
- ☐ Plan safe transport (upright, ventilated, no crush)
- ☐ Bag oily rags in sealed metal container or dispose safely
- ☐ Sharps/blades: sheathe or box; label SHARP
- ☐ Batteries: tape terminals; keep in a small tote

### Totes & Shelving

- ☐ Do not repack totes; label exterior if unclear
- ☐ Collapse shelving and bundle parts
- ☐ Tape hardware bag to frame

### Tool Chests / Packout

- ☐ Keep drawers loaded if safe
- ☐ Tape drawers shut
- ☐ Roll directly into truck when possible
- ☐ Small parts bins: tape lids; wrap with stretch wrap
- ☐ Clamps: bundle by size/type; tape bundle
- ☐ Power tools: remove batteries; pack chargers in one 'TOOLS - CHARGERS' box
- ☐ Blades/bits: pack in labeled organizer

### Machines / Vacs / Dust

- ☐ Empty dust collectors and shop vacs
- ☐ Wrap cords; label per device
- ☐ Secure moving parts; remove loose accessories
- ☐ Remove/secure fences, miter gauges, and jigs; label to machine
- ☐ Bag hardware and tape to matching machine
- ☐ Protect cast-iron tops (cardboard + blanket; no tape on oiled surfaces)

### Lumber

- ☐ Bundle by length/thickness
- ☐ Label bundle description
- ☐ Protect ends/corners
- ☐ Hardware lumber (dowels, small strips): box and label

### Refrigerator

- ☐ Defrost 5-7 days before
- ☐ Clean and dry
- ☐ Move upright only

### Final Sweep

- ☐ Clear floor paths
- ☐ Sweep and discard trash
- ☐ Confirm nothing hazardous left behind

## 4.7 Living Room - Electronics, Decor, Furniture

- ☐ Pack decor and non-essentials
- ☐ Photo entertainment wiring
- ☐ Bag and label cords per device
- ☐ Wrap TV (vertical transport) and audio components
- ☐ Remove and wrap wall art
- ☐ Wrap furniture corners; protect legs

## 4.8 Dining Room - Lights, Table, Storage

- ☐ Pack any stored items (candles, seasonal decor)
- ☐ Wrap table and chairs (legs protected)
- ☐ If light fixture to restore, schedule under Move-Out Fixes

## 4.9 Kitchen - Non-Daily First

- ☐ Purge: toss expired pantry items and broken utensils
- ☐ Pack non-daily cookware and bakeware (sheet pans, roasting pan, specialty pots)
- ☐ Wrap knives (blade guards/cardboard) and label 'SHARP'
- ☐ Pack extra plates/glasses (keep a 1-week set accessible)
- ☐ Wrap mugs/glasses with paper; label FRAGILE on all kitchen glass boxes
- ☐ Spices: bag lids; tape jars shut; box upright
- ☐ Pantry: pack duplicates and bulk goods first; keep move-week essentials separate
- ☐ Small appliances (non-daily): blender, air fryer, slow cooker, mixers, etc.
- ☐ Coffee/tea station: pack extras; keep one travel kit accessible
- ☐ Fridge/freezer plan: eat down; discard open condiments near move week
- ☐ Cleaning supplies: keep 1 active kit; pack backups
- ☐ Trash/recycle bins: empty, wipe, bag liners

## 4.10 Outdoor Storage & Plants

- ☐ Group plants by fragility and light needs; label each group
- ☐ Prepare plant transport: boxes/totes, padding, and drip trays
- ☐ Pack outdoor decor and string lights
- ☐ Patio furniture: remove cushions; bag and label
- ☐ Grill: clean; disconnect propane; transport propane safely (if applicable)
- ☐ Drain and pack hoses/accessories; coil and tape
- ☐ Garden tools: bundle long tools; box hand tools
- ☐ Outdoor mats: shake, roll, tape
- ☐ Disassemble outdoor shelving if present; hardware bag taped to frame

## 4.11 Master Bedroom & Bath (Last)

- ☐ Closet: pack off-season clothes first; use wardrobe boxes for hanging

- [ ] Shoes: box by pair; label
- [ ] Jewelry/valuables/documents: keep in a dedicated carry bin (not in truck)
- [ ] Nightstands/dresser: empty drawers into boxes (keep drawers light)
- [ ] Bedding: pack spare sets; keep 1 active set
- [ ] Keep final-week clothes and toiletries accessible
- [ ] Remove TV mount (if applicable) and patch
- [ ] Master bath: restore showerhead; remove bidet and cap; pack non-dailies
- [ ] Medicine cabinet: pack non-daily; keep a 72-hour kit accessible
- [ ] Mattress and bed frame disassembled in final week; hardware bag taped

#### **4.12 Laundry / Mudroom / Hall Closets**

- [ ] Laundry supplies: keep 1 active set; pack backups
- [ ] Clean and pack lint trap tools / vacuum attachments
- [ ] Coats/jackets: wardrobe boxes or garment bags
- [ ] Shoes/boots by entry: consolidate; box; label
- [ ] Utility closet: batteries, bulbs, filters, small tools
- [ ] Vacuum/mop/broom: keep accessible until final clean
- [ ] Thermostat/doorbell original parts: locate and label for reinstall

## 5. Move-Out Fixes, Removals, and Pet Items

### 5.1 Things to Fix, Remove, or Restore

- ☐ Upstairs in-ceiling lights
- ☐ Studio door knob / handle
- ☐ Studio fan lights
- ☐ Thermostat (restore original)
- ☐ Doorbell - replace with original / remove remote trigger and receiver
- ☐ Kitchen / dining lights
- ☐ Master bath showerhead (restore original)
- ☐ Master bath bidet (remove and cap)
- ☐ Master bath in-ceiling light
- ☐ Remove TV mounting from master bedroom
- ☐ Remove Rubbermaid wall-mount system and accessories
- ☐ Patch wall holes and touch up paint
- ☐ Final walkthrough photos taken

Timing: schedule fix and removal tasks 7-10 days before move-out.

### 5.2 Pet Items to Pack and Keep Accessible

- ☐ Dog food (sealed or travel container)
- ☐ Cat food (sealed or travel container)
- ☐ Treats
- ☐ Food bowls and mats
- ☐ Cat litter robot (large item)
- ☐ Extra litter and waste bags
- ☐ Cat tree (disassemble if needed)
- ☐ Cat toys
- ☐ Dog toys
- ☐ Leashes, collars, harnesses
- ☐ Pet meds and vet paperwork
- ☐ Pet comfort items for move day

Rule: pet essentials stay accessible until the final day.

## 6. Rental Property Scorecard & Follow-Up

Use this during showings and for application tracking.

### 6.1 Rental Property Scorecard (Chelsea & Dan)

#### Property Info (fill in for each showing)

- ☐ Address:
- ☐ Neighborhood / City:
- ☐ Rent (\$):
- ☐ Deposit (\$):
- ☐ Lease Term:
- ☐ Available Date:

#### Non-Negotiables (ALL required)

- ☐ House (no shared walls)
- ☐ 3+ bedrooms
- ☐ Studio or bonus or basement space
- ☐ 2+ bathrooms
- ☐ Garage
- ☐ Washer and dryer
- ☐ Fenced backyard

#### Flexible / Trade-Offs

- ☐ 1 car garage
- ☐ Older appliances
- ☐ Detached garage
- ☐ Longer commute
- ☐ Dated finishes

### 6.2 Landlord Follow-Up Checklist

#### After the Showing

- ☐ Send follow-up email/text within 24 hours
- ☐ Thank landlord or property manager
- ☐ Confirm availability and next steps

#### Application Prep

- ☐ Application submitted
- ☐ Proof of income attached
- ☐ Savings documentation ready
- ☐ References provided
- ☐ ID uploaded

#### Decision Tracking

- ☐ Application fee paid
- ☐ Follow-up sent after 48 hours

☐ Approval received

☐ Lease reviewed

☐ Move-in date confirmed



## **7. Final Week Execution (Feb 22-28)**

Print this page for move week.

### **7.1 Confirmations (Before Feb 22)**

- ☐ Truck reserved / confirmed
- ☐ Helpers confirmed (arrival time + roles)
- ☐ Moving blankets, straps, and tape stocked
- ☐ Cleaning supplies stocked

### **7.2 Final Week Checklist**

- ☐ Defrost and clean refrigerator
- ☐ Pack final kitchen and bathroom items
- ☐ Protect floors and stairways
- ☐ Complete move-out fixes (lights, mounts, bidet, doorbell, thermostat)
- ☐ Final walkthrough and photos
- ☐ Return keys and garage openers

### **7.3 Move Day Load Order (Recommended)**

- ☐ First in (back of truck): lumber, shelving frames, benches
- ☐ Middle: tool chests, packout, vacuums
- ☐ Last in / first out: fragile gear, chemicals, refrigerator
- ☐ Personal vehicle: pets, priority boxes, fragile electronics

## 8. Risk Buffer & Contingencies

- ☐ Studio finished before final week
- ☐ Garage finished before final week
- ☐ Fixes scheduled 7-10 days early
- ☐ Keep a 1-day buffer for unexpected delays
- ☐ If slip risk is high: consider temporary storage pod as last resort
- ☐ If lease timing is tight: consider short-term bridge lodging