

Before Moving In

A Checklist for UF Employees

- If possible, inspect the apartment before signing the lease** to ensure it meets your expectations and identify potential issues.
- Look into the safety, amenities and public transportation** options in your new neighborhood.
- Time your commute** from the apartment to work or school if travel times are a concern.
- Contact utility providers to set up services**, ensuring start dates coincide with your move-in date.
- Obtain written confirmation from the landlord** about the move-in date, time and key retrieval procedure.
- Review the lease for specific move-in requirements or obligations.**
- Renew, update or purchase renters insurance** if needed.
- Coordinate move-out logistics** with your current apartment.
- Collect and label important documents** (e.g., birth certificates, social security cards) to prevent loss during the move.
- Gather packing supplies and ensure everything is packed** 24 hours before the movers arrive.
- Identify items to sell or donate** while packing.
- Set aside necessary medications** to avoid packing them.
- Pack a box with essentials for the first day/night in your new apartment** (toilet paper, toiletries, snacks, basic tools, etc.).
- Prepare pet supplies**, including food and medications, and ensure the carrier is ready.
- If you have a car, confirm parking availability** and any required permits with the new landlord.
- Properly package food items** to prevent spoilage and dispose of perishable items.
- Schedule time off around the move** to settle in and rest if possible.