

Before Moving Out

A Checklist for UF Employees

- Estimate and budget for all moving expenses**, including movers, truck rental, packing supplies and potential deposits.
- Confirm the vacating date and key return date** with the landlord in writing.
- Check the lease agreement for specific move-out obligations**, such as carpet cleaning or professional cleaning services.
- Clean your current home and complete any needed repairs as specified in the lease agreement** to maximize the chances of receiving your security deposit back.
- Arrange a walkthrough with the landlord** after removing all belongings and conduct a personal final inspection to ensure nothing is left behind.
- Document the apartment's condition with photos or videos**, focusing on areas showing wear and tear.
- Terminate utility services in your name**, such as internet, electricity and cable, by the lease end date.
- Provide the landlord with your new forwarding address.**
- Update your address with relevant entities** (e.g., credit card companies, banks) and complete a mail forwarding form with USPS two weeks before your move.
- Notify other relevant parties of your change of address**, including friends, family, subscriptions and online accounts.
- Clarify the timeline for the return of your security deposit** with the landlord.
- Preserve all receipts, communications and records** related to the move in physical or digital format.
- Dispose of unwanted items responsibly** through recycling, donation or proper disposal methods.
- Consider hiring professional movers or renting a truck** at least a month in advance. Give yourself more time if you're moving to a different city or state.
- Coordinate with neighbors or building management** regarding moving logistics to minimize inconvenience.
- Take care of yourself while preparing to move** by staying hydrated, taking breaks and seeking assistance if necessary.