

On Move-In Day

A Checklist for UF Employees

- Perform a walkthrough**, noting any existing damage or issues. Take photos or videos for reference.
- Unpack essentials first:** food, medicine and clothes.
- Submit a written list of issues to your landlord** and keep a copy for your records.
- Address any maintenance concerns** with the landlord immediately.
- Coordinate the transfer or installation of furniture, appliances or amenities** included in the lease.
- Coordinate with the movers** to ensure your belongings arrive in a timely manner.
- Confirm your utilities are active** and schedule any needed installations.
- Personalize and secure the property** by installing window coverings, changing locks if permitted, locating the fire extinguisher, carbon monoxide detectors, and testing smoke detectors and security systems.
- Provide the landlord with your contact information and emergency contacts.**
- Clarify maintenance responsibilities and procedures** for reporting repairs with the landlord.
- Update your car registration and driver's license** with your local DMV.
- Find nearby healthcare providers, grocery stores, pharmacies** and other essential services.
- Familiarize yourself with the property's amenities, rules and regulations** in the lease agreement.
- Explore your new home and neighborhood**, establish routines and connect with neighbors.
- Prioritize self-care during the transition**, managing stress, maintaining a healthy lifestyle, and seeking support from friends, family, or professionals as needed.