



Welcome to the University of Florida! This Moving Guide will help prepare you for your upcoming household relocation with a UF appointed mover. We understand household moves can be a substantial undertaking. For that reason, Procurement has contracted with reputable national carriers to provide value-added service.

During this process, here's who can help you along the way:

- **The moving company representative:** works with you (or a designee) to arrange the details of your move.
- **Your hiring department:** has budget and approval authority over your move. Please contact your hiring department when you have questions about your total allowance, reimbursements and outside costs related to your move.
- **UF Procurement Services:** facilitates the move. Procurement ensures that UF contracted movers receive your move request and provide a positive relocation experience.

Household Moving Made Simple

<https://procurement.ufl.edu/uf-departments/household-moving-made-simple/>

Procurement Services

(352) 392-1331 | procurement@ufl.edu

Shipping Household Goods at University of Florida Expense

The University may pay for the relocation of household goods and a vehicle for new full time faculty or staff employee. Household goods relocation includes the cost of packing, transporting, unloading and delivery from the former residence of the employee to his/her immediate family's new residence. The decision regarding the move allowance is made by the Dean, Department Chairperson, or Vice President. All household goods relocation expenses are taxable income to the new UF employee.

The information in this guide covers relocation of household goods only. Questions regarding other costs related to relocation should be directed to the hiring department.

HOW TO GET STARTED

Provide your hiring department the name, phone number, cell phone number and email address of the contact person who will be working with the moving company. It does not need to be the person being hired but should be the individual responsible for the move from beginning to end.

- Your hiring department will complete a Purchase Requisition for the amount the University will pay and forward to Procurement.
- Procurement will contact one of the University's contracted moving companies and put them in touch with you.
- The contracted company assigned to your move will contact you to arrange a scheduled, visual inspection of your goods and will be prepared to discuss moving details including the spread of dates for pickup and delivery.

Before the estimator arrives, tour your home; including attic, patio, basement and garage to assure that everything to be moved is visible.

During the estimate, show everything that is to be moved so that an accurate estimate of the total weight to be moved may be compiled.

Please note: movers are prohibited from carrying live plants, pets, chemicals, explosives, ammunition, perishables, frozen foods, combustible items, articles of extraordinary value such as currency, jewelry or precious stones, stamp collections, stock certificates or wills. Firearms/guns cannot be relocated unless they are unloaded and must be specifically identified with their serial number(s) on the inventory.

The value of your goods are determined by the weight of your shipment unless you declare a value of the goods you are having moved. It is important to consider the total value of your household goods and declare it.

An accurate estimate of all articles to be shipped and all services required is essential, as the carrier will provide the University with a quote for your move.

If the quote is greater than the allocated amount submitted to UF Procurement, your department will be notified and will determine whether their budget permits an increase in the allocation. If your department does not have the available budget to cover the overage, you will be responsible for paying the mover upon delivery (C.O.D. - Cash on Delivery) either by a Credit Card or Cashier's check.

The following options may be included in your move but require pre-approval by your department. Remember, your hiring department authorizes the total dollar amount for your move.

- Automobile Transportation
- Additional pickup at origin or additional delivery at destination
- Storage at point of destination
- Power driven vehicles (ex: dune buggy, camper, trailers, boat, aircraft)
- Satellite dish
- Storage shed
- Scheduling services requiring the mover to incur overtime charges including Saturdays, Sundays, or legal holidays and/or before 8:00 a.m. or after 5:00 p.m.

AUTOMOBILE TRANSPORTATION GUIDELINES

Please review the following information carefully and contact the mover if you have any questions.

General Guidelines:

- Your vehicle must be operable
- We must be advised of any modifications to the vehicle including 4X4 lift kits, camper shells, etc.

Preparing your car for shipment:

Prior to the scheduled pick-up of your vehicle, please make sure it:

- Does not have any obvious fluid leaks
- Is clean. It is more difficult to complete an accurate physical inspection if the vehicle is dirty.
- Has no more than ¼ tank of fuel
- Have the alarm system disconnected, disabled or turned off
- Contains NO personal belongings (except standard vehicle items such as the jack and the spare tire)

Also, please be sure to:

- Provide one full set of keys
- Remove all non-permanent luggage, bike or ski racks
- Retract or remove all antennas
- Prepare your vehicle for the new climate. (This may include engine coolant, transmission oil and other fluids)

Vehicle inspection requirements:

- You or your assigned representative must be present for the inspection at both pick-up and delivery.
- You will be asked to sign the bill of lading and condition report at both origin and destination
- You are responsible for confirming that your vehicle's condition is the same as when it was picked-up. You must do this before the delivery driver leaves.
- If any damage is noted, you **MUST** write a clear description on the bill of landing.

Transport:

Your vehicle will be transported using one of three methods:

- In the van with your household goods
- In an open car carrier
- In an enclosed car carrier

The choice of transport may be determined by the mover, the space available in the moving van or the type of vehicle you are transporting. Depending on which method is chosen, your vehicle may or may not be delivered at the same time as your household goods. The mover can advise you of the delivery range, or spread dates, for your vehicle.

Valuation coverage:

- Check with the mover on the valuation coverage. Be sure to tell the mover the value of the vehicle.
- Your automobile insurance must be in effect during transport to cover any Acts of God such as hail, floods or other severe weather condition. The mover's valuation does not cover such incidents.

MOVING CHECK LIST

As soon as your moving day is set with the carrier, start doing these things:

- Notify all utility companies of your moving date so you will not be billed for unused service. This includes electricity, gas, water, water softener service, telephone, and fuel oil. (The value of any fuel oil remaining in your tank is due to you from the buyer and will be adjusted at the time of the closing on the sale of your house.) Have the meters read the day before your move. **Do not have your electricity or phone turned off until the day after you are scheduled to load on the truck.**
- Notify all delivery services: newspapers, diaper service, laundry, fuel, cleaning, and garbage. Be sure to collect any dry cleaning clothing in storage, etc.
- Return library books.
- Cancel safe deposit boxes.
- Visit doctor, dentist, pediatrician for referrals and necessary medical records, x-rays, and prescriptions.
- Visit children's schools to obtain necessary records, or arrange to transfer records to new schools.
- Leave change of address with post office and request cards to notify magazines, book and record clubs, and newspapers.
- Notify all insurance companies including fire, household contents, auto liability, and life insurance.
- Use up frozen and perishable foods.
- Check and clear tax assessments.
- Arrange transportation of pets.

- Return borrowed items and collect items loaned.
- Leave new home address with your present employer.
- Arrange transportation or adoption of living plants. Check agricultural laws for entry requirements.
- Arrange utility service for your new residence. Settle outstanding accounts. It is not advisable to transfer service to new residence.
- Prepare major appliances and request mover to arrange for regular servicing at origin and destination.
 - Dispose of flammable products such as cleaning fluid, matches, etc.
 - Drain fuel from power mowers and other machinery.
 - Discard open containers of liquids.

THINGS TO REMEMBER ON PACKING DAY

Plan to be at home (or have a family member there) and be available to the movers for the entire day of packing, as well as the time scheduled by the carrier to perform the services.

Irreplaceable items should be taken with you and not shipped by the mover, such as precious jewelry, collections, stocks and bonds, rare books, wills, insurance policies, or other securities.

It is often helpful to have children and pets stay with friends or relatives during the process.

Unsafe items, perishables, liquids, or plants (except at owners' risk) cannot be shipped by the moving company.

If packers are to pack high value items such as silver, works of art, furs, etc., ask them to call you to view the packing of those items.

Items to be carried in your car, or needed that night and the next morning, should be put away so the packers do not accidentally pack them.

The refrigerator and freezer must be cleaned out, completely defrosted, and free of moisture for 36 hours prior to shipping. The carrier will place a dehumidifying element in each and block the doors to allow air to circulate.

If you have any questions regarding packing or handling, or if the packers are uncooperative in any way, do not hesitate to call the mover/your carrier contact person.

Packing is generally completed one day before the loading date.

THINGS TO REMEMBER ON LOADING DAY

Make yourself (or a family member) available the entire day of loading since the mover's schedule may vary from morning to afternoon loading.

Items that should not be shipped should be disposed of or separated prior to the arrival of the mover.

Check the inventory sheet used by the moving company to see that you agree with the notations made as to the present condition of your items. If you disagree with it, make a note on the inventory sheet.

Items of extraordinary value being moved should be noted on the inventory sheet with their value.

Plan to leave the utilities on until the day following the loading of your household goods.

Make a walk through the house, garage, attic, cellar, back yard and storage room for missed items. Check drawers, cabinets and closets in every room for item missed in packing or loading.

Travel arrangements for your departure should be scheduled for the day after loading.

Place forms, instructions, expense sheets, etc. in the car or a suitcase where they are convenient.

Pack extra clothing in your suitcase to cover possible delays in delivery.

The carrier is working for you. If the driver, packers, or helpers are not acting in a professional manner, call the mover/ carrier contact person.

Make sure the driver, your carrier contact person, and your department contact person know where to reach you en route and at destination.

Loading may not be completed in one day.

THINGS TO REMEMBER ON DELIVERY DAY

To assure that everything that was loaded at origin is delivered at destination, ensure you or a family member, **check off the inventory sheet**. Insist that the driver and helper call off to you the inventory numbers, which are on each box and piece of furniture.

Check the condition of household goods as closely as possible for damage and make note of any damage on the inventory sheet in case you have to file a claim. There is a column on the inventory sheet to note your exceptions.

Boxes containing high value items such as silver should be unpacked immediately and examined for damage.

Before the driver leaves, make sure you have noted on the inventory sheets the condition of your household goods and any missing items.

Delivery may not be completed in one day.

FILING A CLAIM

In the event you should have any missing or damaged items after delivery, note all items damaged or missing **prior** to signing any documents for the driver. Keep a copy of this and all documents you sign. Call the mover coordinator and have them send you the claim forms.

It is your responsibility to:

- a) Complete all claim forms within 30 days.
- b) Follow instructions on forms.
- c) Keep a complete copy of the claim forms for your personal files

Household moves are NOT covered by the University of Florida insurance, nor is the University responsible for loss or for filing claims.

If you have any questions about completing the forms or filing the claim, do not hesitate to call the mover. The carrier has up to 120 days to locate any missing items.

