

## Moving Information

Since you will be moving soon, you need to begin preparing now. The following are things that need to be done prior to checking out of your residence.

### **Checking Out**

- ❖ Email the [Housing Coordinator](#) the following information:
  - Your housing location and time when you will be ready to checkout. The Housing Coordinator will then schedule a checkout time with you.
  - A list of repairs needed at your location.
- ❖ Refer to the [Cleaning Checklist](#) for details regarding proper cleaning for each location.
- ❖ Checkout will entail a physical inspection of your location for cleanliness and maintenance issues. All personal belongings must be removed prior to checkout.
- ❖ Personnel will be billed accordingly if the location was damaged, or if the location was not cleaned properly.
- ❖ If you are terminating employment, the Housing Coordinator will collect your housing keys, Employee ID Card, and parking stickers at checkout. Keep in mind that personnel who are terminating their employment are expected to vacate their location within 2 days of their termination date.
- ❖ If you are moving and remaining on staff, you will keep your Employee ID Card and parking stickers. You are responsible to return your housing keys to the Cashier's Office.
- ❖ Your checkout date is the day your residence is inspected. You must be present for your checkout.

### **Utilities**

- ❖ Do not contact the utility companies (Florida Power and Light, ECUA, ESP) or cancel any utility services for college housing. PCC will notify the proper utility company of any changes. Continue to pay any currently due utilities.
- ❖ Make sure you have the correct account numbers when paying your monthly bills at your new address. If you should receive an incorrect utility bill at your new address, please notify the [Housing Coordinator](#).

### **Telephone/Cable/Internet**

- ❖ Transfer or cancel any services that you set up for your old address. Most providers will work with you to set up at your new address.

### **Change of Address**

- ❖ Update your [Personal Information](#) on Workday two days prior to your move to ensure you receive your W-2 and any forwarded mail.
- ❖ Update your address for the USPS, DMV, etc. so you do not miss any government notifications.
- ❖ Update your address for your bank. Most banks allow you to change your personal information online. You may need to visit your bank in person or give them a call if the new address does not appear on your next statement.
- ❖ Update your address for any delivery services: Amazon, Target, Walmart, DoorDash, Uber Eats, etc. You may want to delete your old address to prevent future delivery problems.
- ❖ Update your address for any newspapers, newsletters, prayer letters, magazines, or periodicals. It may take several weeks for this change to be implemented, so please notify them immediately.