

MOVING GUIDE TO MIAMI

Congratulations and welcome to the University of Miami!

The University of Miami Purchasing Department presents this *Moving Guide* to assist you with preparing to move to our beautiful city.

PURCHASING DEPARTMENT CONTACT

305-284-5751 (Receptionist)

305-284-2428 (fax)

AUTHORIZED MOVERS AND CONTACTS

The University has contracted with Aires Relocation Services. The University of Miami Purchasing Department will contact the supplier for you. Please review carefully the following steps and guidelines to ensure your moving experience is a smooth and pleasant one.

POLICY ON SHIPPING HOUSEHOLD GOODS AT UNIVERSITY EXPENSE

The University may reimburse the relocation expenses of new full-time faculty or staff employees provided the move qualifies as an IRS deduction for moving. Approval of moving costs up to \$5,000.00 will be made by the Dean or Department Chairperson. Additional costs over \$5,000.00 that are to be assumed by the University require approval of the appropriate Vice President or the Provost prior to the move. The moving allowance does not apply to restricted goods, and the amount of the allowance should be established during the interview process and clearly stated in your offer of employment.

DEFINITION: Relocation Expenses:

The cost of travel (transportation, meals and lodging in moving from the former residence to Miami) for the new faculty or staff employee and his/her immediate family, including the cost of packing, insuring, transporting, and unpacking of household and personal effects.

DEFINITION: Restricted Goods:

Interstate moving companies are prohibited from carrying: chemicals, explosives,

perishables, frozen foods, combustible items, articles of extraordinary value (currency, jewelry or precious stones, stamp collections, stock certificates, wills, etc.). Arrangements to move these type items are the responsibility of the employee.

PLEASE NOTE: the following expenses are NOT reimbursable under University policy:

- Shipping of cars and/or boats requires prior approval of Provost/Vice President
- Unusual items such as tool sheds consult with Purchasing Buyers for prior approval
- Transportation of pets
- Maid service, drapery cleaning, etc.
- Other items deemed unacceptable by Deans, Chairpersons, and Provost

PROCEDURE

1. Complete a *Relocation Questionnaire* and forward it to your hiring department.
2. When your hiring department receives your completed Relocation Questionnaire, your hiring department will complete a *University of Miami Purchase Requisition* form for the total amount the University will pay (See page 8 of this guide) and forward both forms to the Coral Gables Campus Purchasing Department. This process should begin at least four (4) weeks prior to your tentative move date. **NOTE: Any move totaling over \$5,000.00 or moving of automobiles or boats requires a Vice President or Provost approval on the Purchase Requisition.**
3. Upon receipt of the completed Purchase Requisition form and Relocation Questionnaire at the Coral Gables Purchasing Office, the buyer in charge of household moving will contact the University's contracted moving companies for you.
4. Each of our contracted companies will contact you within 48-72 hours after notification to arrange a scheduled inspection of your goods.
5. Before the estimator arrives, you should tour your home, including attic, patio and garage, to ensure that everything to be moved is visible. During the estimate, show the estimator everything that is to be moved so that an accurate estimate of the total weight to be moved may be compiled. An accurate estimate of all articles to be shipped and all services required is essential, as the carrier will provide the University with a guaranteed bid.
6. After receiving estimates, you may choose the mover that you wish to use from the three approved companies. Lowest price may not be the deciding factor in choosing a carrier. **NOTE: If the guaranteed bid is greater than the allocated**

amount on the Purchase Requisition, either your department must issue a change order to the Purchase Order to increase the total amount that the University will pay, or you will be responsible for the additional amount. (See # 8 below.)

7. You and your chosen moving company will determine dates for pickup and delivery of your goods. If the dates promised are not adhered to by the mover, the mover will make allowances for reasonable lodging and meal expenses. **Claims for delay of pickup/delivery need to be filed with the moving company within 30 days.**
8. **The moving company will invoice the University for all moving charges.** In instances where there are ceiling amounts, you will be responsible for payment to the mover of any overage in cash or a cashier's check upon delivery of your goods. Personal checks are not accepted by the moving companies.
9. Follow the guidelines in this booklet on:

AUTHORIZED CHARGES
THINGS TO REMEMBER ON PACKING DAY THINGS
TO REMEMBER ON LOADING DAY THINGS TO
REMEMBER ON DELIVERY DAY MOVING CHECKLIST
HOW TO FILE A CLAIM

10.If you have any questions or problems at any time during this entire process, please call the contact person at the moving company and/or the University buyer in charge of household moves. See the Who's Who section (page 20) for telephone numbers.

11.**NOTE:** Financial assistance in the form of an unsecured loan can be provided by the University Credit Union. Incoming faculty are eligible for loans and other services once they have accepted an employment contract. Later in this guide there is more information on Credit Union services.

UM RELOCATION QUESTIONNAIRE

SUBMIT THIS FORM TO THE PURCHASING OFFICE

Department

Name _____

Dept. employee to contact: _____

Phone # _____

Faculty or Staff person moving:

Address moving

from: _____

City _____ State _____ Zip _____

Cell phone # (_____) _____

Home phone # (_____) _____

Work phone # (_____) _____

e-mail address _____

Anticipated move date:

From ____/____/____ to ____/____/____

Address moving to (if known):

City _____ State _____ Zip _____

Anticipated date of arrival at destination:

Will a LAB or special equipment be included in the move? Yes _____ No _____

If yes, please explain:

Will items not covered by the University of Miami be included in this move and be paid for by the new faculty/staff/employee? Yes _____ No _____

If yes, please explain manner of payment:

C.O.D. to the new faculty:

or other:

Have you reviewed the University of Miami Policy on Moving? Yes _____ No _____

Will any of the material moved have to be placed in storage? Yes _____ No _____

If yes, please indicate who will be responsible for these charges:

_____ Relocating person
_____ University of Miami.

If UM, please indicate dollar amount allocated and dates of storage on the purchase requisition.

FULL VALUE PROTECTION

It is important that you establish a value for all of your personal and professional items to be moved. This amount should be equal to the total cost to replace all items at current prices. Special items like heirlooms, antiques and intellectual material must be listed and valued separately.

The vendors authorized by the University do not charge extra for the first \$50,000.00. The vendors base the insurance valuation on \$3.50 per pound, not on actual value. **Thus, to receive the actual replacement value protection, you must separately state that amount on this form and all forms and contracts you sign. Insurance over the \$50,000.00 must be quoted and purchased separately.**

Please note that the moving company has the option of repairing or replacing any damaged items.

Do not sign any documents that list or contain a dollar figure less than the one you have indicated below. Read all vendor/moving documents prior to signing.

If you have any questions, contact the University moving specialist at (305) 284-5751.

All items to be moved have a total value of
\$ _____.

PLEASE SIGN THE APPROPRIATE STATEMENT BELOW:

I do not have any unique items that are not included in the above price.

Signature date

I do have _____ unique items which are listed on the attached sheet. These items will cost \$ _____ to replace if lost, stolen or damaged.

Signature date

AUTHORIZED CHARGES

Your department will authorize a total dollar amount for your move. The options chosen from the mover must not exceed this dollar amount without authorization from your department. Authorization must be in the form of a signed Purchase Requisition change order increasing the total dollar amount of your original purchase order.

Options that may be included in your move at additional charge: Note: The carrier may not be able to supply all of these services. Other arrangements may have to be made through the Purchasing Department.

1. An additional pickup at origin or an additional delivery at destination.
2. Packing (including cartons) and unpacking (including on-site removal of cartons) of furniture, accessories, clothing, appliances, tools and equipment normally required to maintain a household.
3. Normal removal, preparation for shipment and installation of appliances such as ranges, refrigerators, washers, dryers, food freezers, window air conditioners, etc. This allowance does not include parts or labor involved in the special installation of pipes or ducts, wiring or other special electrical or plumbing work performed.
4. Direct placement of each piece of furniture, laying rugs, setting up beds. MOVERS WILL NOT install appliances, attach fixtures, pictures, mirrors, curtain rods, or racks.
5. Costs to assemble or disassemble items such as swing sets, drapery or curtain rods, pool tables, storage sheds, portable swimming pools, and other household items requiring such services.
6. Costs for packing or handling of special teaching materials, laboratories, or research items.
7. Storage at point of origin or point of destination.
8. Automobiles or power-driven vehicles of the same nature as automobiles, such as dune buggies or the like, camper trailers, camper bodies, boats 14' and longer and boat trailers, aircraft of any kind, satellite dishes, or storage sheds.

9. Exclusive use of a moving van (except when an authorized single shipment may require total van capacity) or any specially expedited service.

10. Services required of the moving company which would incur overtime charges including services performed on Saturdays, Sundays, or legal holidays and/or before 8:00 a.m. or after 5:00 p.m.

11. Costs for shipment of any restricted items not listed above or for any required special services.

THINGS TO REMEMBER ON PACKING DAY

1. Unsafe items which cannot be shipped by the moving company are:

- Perishables
- Flammables
- Ammunition
- Combustibles (paints, lacquers, aerosols)
- Liquids
- House Plants (can be moved at owner's risk)

2. Irreplaceable items that you should plan to take with you and not ship with the movers are:

- Cash
- Jewelry/precious stones
- Collector items (i.e., coin collections)
- Stocks and Bonds
- Rare books
- Wills, insurance policies, securities

3. Plan to be at home and make yourself available to the movers the entire day of packing. Packing items vary depending on the amount of packing you may have, as well as the time scheduled by the carrier to perform the services.

4. For the comfort of the children, it is often helpful to have them stay with friends or relatives during the process.

5. Have your refrigerator and freezer cleaned out, thoroughly defrosted, and free of any 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.

6. Boxes packed by you may not be covered by the full replacement insurance. Therefore, you might have high-value items packed by the moving company.

7. 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 particular items.

8. Items to be carried in your car, or items needed in transit, should be put away so that the packers do not pack them in error.

9. Pack the local telephone directory. It will prove to be a useful reference book.

10. If you have any questions regarding the packing or handling of your household effects, or if packers are uncooperative in any way, do not hesitate to call your moving company contact person listed on the Who's Who page of this booklet, or the University Buyer assigned to assist you.

NOTE: Packing is generally completed one day before loading date spread.

THINGS TO REMEMBER ON LOADING DAY

1. Items that should not be shipped by the movers are: (Please refer to items 1 & 2 on Packing Day listing).

2. Make yourself available the entire day of loading since the mover's schedule may vary from morning to afternoon loadings.

3. Check the inventory to see that you agree with the notations made by the driver as to present condition of your furniture. If you disagree with it, make a note on the same inventory sheet. Number each box as it leaves your house. This will enable you to easily determine if a box is missing upon arrival at your new home.

4. Items of extraordinary value that are being shipped by the movers, such as antiques, works of art, etc., should be noted on the inventory sheet, along with their value.

5. Plan to leave utilities on until the day following the loading of your household goods; having a telephone that is working is invaluable. Not only can you reach your friends and family but also the mover handling your move, in case you have any questions or problems.
6. Make a walk through the house, garage, attic, cellar, backyard and storage room or building for missed items. Check drawers, cabinets and closets in all rooms that may have been missed in packing or missed by the driver on loading.
7. Make travel arrangements for departure scheduled for the day after loading.
8. Place forms, instructions, expense sheets, etc., in the car or a suitcase where they are convenient.
9. Pack extra clothing in your suitcase to cover possible delays in delivery.
10. The carrier is working for YOU. If the driver, packers or helpers are not acting or treating your family in the most professional manner, please do not hesitate to call your moving company contact person listed on the Who's Who page of this booklet.
11. Make sure the driver, your moving company contact person, your new department contact person, and the University Buyer for Household Moving in the Purchasing Department know where to reach you both in route and at destination.

NOTE: Loading may not be completed in one day. Call moving company contact person on first day of loading date spread to get a better idea of the actual load day(s).

THINGS TO REMEMBER ON DELIVERY DAY

1. To assure that everything that was loaded at origin is delivered at destination, you **MUST** check off the inventory sheet yourself. Insist that the driver and helper call off to you the inventory numbers which are on each box and piece of furniture.
2. Check the condition of household goods as closely as possible for damage and make note of any damages on the inventory sheet to protect your interests in the event of having to file a claim. There

is a column on the inventory sheet especially for your exceptions at time of delivery.

3. Note any damages to boxes on inventory sheet.
4. The driver is responsible for setting up the beds and reassembling any items disassembled at origin. Please call your mover's contact person before the driver departs if the above has not been completed. There may be an extra labor charge for disassembly and reassembly of unusual household items such as jungle gyms, swing sets, waterbeds, etc.
5. If you wish to have everything unpacked, please make arrangements with your moving company contact person prior to delivery. Do not rely on the driver to pass on the message or to set it up for you.
6. If the carrier does the unpacking, they are responsible for taking away the debris. If you choose to do your own unpacking, there is an additional charge for a box pickup, which the mover would need to clear through the University first.
7. Before the driver leaves, make sure you have noted on the inventory sheets the condition of your household goods and any missing items. **To avoid any problems in the event of filing a claim, indicate any exception(s) on inventory sheets!!! When you sign the inventory sheets without making exception notes, you are accepting the shipment in good condition.**

NOTE: Delivery may not be completed in one day. Call moving company contact person on the last day of loading to get a better idea of the actual delivery day(s).

MOVING CHECKLIST

As soon as your moving date is set, remember to start doing these things:

1. 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, 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 sale closing of your home). Have gas, electric and water meters read the day before your move.

2. Notify all delivery services: milk, baker, newspapers, diaper service, laundry, fuel, cleaning, and garbage. (Be sure you collect any dry cleaning or repair work that you have given out; also any clothing in storage).
3. Return library books.
4. Close or transfer charge accounts.
5. Close or transfer bank accounts.
6. Cancel any safe deposit boxes.
7. Visit doctor, dentist, pediatrician, etc. Get referrals and any necessary medical records, X-rays and prescriptions.
8. Visit children's schools. Get necessary records or arrange to have the records sent to new schools.
9. Leave change of address with your local Post Office. Request special cards from your post office to notify magazines, book and record clubs, newspapers.
10. Notify all insurance companies, including fire, household contents, auto, liability, etc., as well as life insurance.
11. Notify all stock and securities companies, and companies with whom you have time payments.
12. Notify all veterans' organizations, clubs, lodges, colleges, Military Reserves.
13. Use up frozen and perishable foods.
14. Check and clear tax assessments.
15. Arrange transportation of pets.
16. Return borrowed items and collect those items loaned.
17. Notify your supervisor of your new home address so that all company records will carry the correct information.
18. Arrange transportation or adoption of living plants. Check state agricultural laws since their entry may be prohibited.

19. Arrange for utility and telephone service at your new residence. Settle old utility and telephone accounts. It is not advisable to transfer service to new residence.

20. Prepare major appliances, TV and air conditioners for moving and request the mover to arrange for regular appliance servicing at origin and destination.

21. Dispose of all flammables, such as cleaning fluid, matches, etc. They are forbidden by law on moving vans.

22. Drain fuel from power mowers and other machinery.

23. Discard opened can, containing liquids, which might leak.

HOW TO FILE A CLAIM

1. 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). Please call your moving company contact person and they will mail the necessary claim forms to you. It is your responsibility to:

A. Complete all claim forms within 30 days. B.

Follow instructions in the form.

C. Mail an extra copy to the University of Miami Purchasing department relocation buyer, Coral Gables campus.

D. Keep a complete copy of the claim forms for your personal files.

YOU HAVE UP TO 90 DAYS TO FILE A CLAIM FOR DAMAGE OR LOSS OF YOUR GOODS.

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

2. Upon receipt of these forms, complete them as soon as possible and mail them to the Claims Department in the self-addressed envelope provided. If you have any questions about completing the forms, do not hesitate to call your moving company contact person.

NOTE: The carrier has up to 120 days to locate any missing items.

Credit Union Membership and Services

Faculty and staff are eligible for membership in University Credit Union when they begin employment at University of Miami. The credit union was founded in 1947 to provide loan and deposit services to the University community with a branch, just west of the campus on Red Road, across from University Village Housing as well as a branch in the UM Medical School complex.



University Credit Union is a state chartered and deposit accounts are federally insured up to \$250,000 by the NCUSIF.

When you join the credit union, you will become a shareholder and be a member for life. Your share account must maintain a minimum balance of \$5.00, it is a savings account. Each new member will open a share account.

The following deposit and loan accounts are available to you as a new employee of UM.

- Checking which includes a Visa Debit Card
- Money Market Account
- Vacation and Holiday Savings Accounts
- Certificates of Deposit
- Auto Loans both New and Used with excellent rates
- Home Equity Loans and Lines of Credit
- Home Mortgages through our Partners at Home Financing Corporation?
- Boat, Motorcycle and RV Loans
- MasterCard – No Annual Fee – No Fee for Cash Advance or Balance Transfer
- Traditional – Fixed Rate
- Rewards – Earn points for shopping, travel or cash back
- Secured – Build credit
- Signature Loans

Members are provided notary services at no charge. ATMS on campus.

The team at University Credit Union welcomes you to UM and looks forward to meeting and serving you at any of their 5 branches.

Call: 786.425.5000 **Click:** www.ucumiami.org

Visit: Red Road Branch 6250 SW 57th Avenue, Miami, FL 33143 - Across from UM Campus
9-5 on M-F, 9-Noon on Sat

Medical Center Branch Park Plaza West 1611 NW 12th Ave, Miami, FL 33136;
9:00AM to 5:00PM M-F

