

GOLDEN GATE VILLAGE

MOVING CHECKLIST

To help ensure your temporary move is as smooth as possible, please follow the checklist below. This checklist will help you stay informed of where you are in the revitalization process, so you know what to do and when. If at any time you have questions about where you are in the revitalization process, or any concerns, please do not hesitate to reach out to a revitalization team member who would be more than happy to assist you.

45-Days Before You Move

- ☐ **Start Your Spring Cleaning** – Begin sorting and organizing closets and cabinets. Dispose of or donate any unwanted items BEFORE you move. Use the debris boxes provided on-site to properly dispose of any items that can't be donated.
- ☐ **Get Your Moving Boxes & Begin Packing Important Items** – Moving boxes will be delivered to your unit prior to your temporary move. Begin packing important items such as financial (i.e. check book, cash, credit cards), important documents (i.e. passports, birth certificates, ID), baby/children/family items (i.e. jewelry, family heirlooms, sentimental items) and personal items (i.e. clothing, toiletries, medicine) etc., as well as any items that you will need for the time period you are temporarily relocated. Be sure to pack any items that you do not want someone else touching. Movers will assist you with packing the rest of your household items.
- ☐ **Report Any Pest Infestation** – If you suspect your unit may have potential pest infestation contact MHA Property Management so the issue can be investigated and resolved.

30-Days Before You Move

- ☐ **Receive Your 30-Day Notice to Temporarily Move** - When it is time for your building to be revitalized, prior to your temporary move, you will receive a notice giving you a more accurate timeline of your anticipated move-out date.
- ☐ **Sign Your New Lease** – Prior to your temporary move, sign your new lease with Burbank Housing Management Company, which ensures you will return to your home at GGV.
- ☐ **Plan Meals to Help Empty Your Pantry, Refrigerator & Freezer** – Your pantry, refrigerator and freezer must be EMPTY the day of your move. You will need to move all of your food. The **movers will not pack, move or store any perishable food items.**
- ☐ **Make a Plan For Your Pets** – Only pets permitted under your lease will be allowed to move to your temporary unit. You will be responsible for moving your pet. If you have a pet that is not permitted under your lease, make plans for that pet to be cared for by someone else as the pet will not be allowed to move with you.

7-Days Before You Move

- ☐ **Receive Your 7-Day Notice to Temporarily Move** – Receive a 7-day notice prior to your temporary move that will provide you with the exact date you will be moving, along with your temporary unit address and the date movers will pack your belongings and move you. If the movers need to pre-pack your belongings prior to your moving day, you will be notified in your 7-Day Notice. If this applies, you will need to have an adult household member present on both the pre-packing and moving days.
- ☐ **Label All Items You Are Taking to Your Temporary Unit Before Movers Arrive** - Place all items you will take with you to your temporary unit in a designated area so that they are not mistaken for items going to storage. Once any of your belongings are placed in the mover's truck for storage, **you will not have access to them for the duration of your temporary move.**
- ☐ **Remove Plants & Personal Items from Patio** - Clear your patio and outdoor areas of all of your belongings including any resident-owned satellite dishes, plants, appliances or storage sheds. The movers will not move plants or appliances. **Anything left behind will be discarded.**
- ☐ **Remove Any Improvements You Installed** - Remove any improvements that you may have installed to the unit floor, ceiling, walls or patios. This might include wall mounted T.V. brackets, ceiling fans, window coverings (curtains and rods), lighting, cabling and/or wiring. **Anything left behind will be discarded.**
- ☐ **Place Mail on Hold** – Place a temporary hold on the mail you receive at GGV through the post office. Plan to pick your mail up from the post office located at 150 Harbor Dr, Sausalito. Do not forward your mail to your temporary home.
- ☐ **Place Utilities on Hold – DO NOT DISCONNECT PG&E.** Your utilities do not need to be shut off while you are temporarily moved. If you disconnect any utilities, you will be responsible to have reinstated, including paying any reconnection fees. Call your internet and cable service providers to discuss putting services on temporary hold.
- ☐ **Empty Any Personal Refrigerators, Freezers, Ice Makers or Water Dispensers You Own** – Any refrigerators, freezers, ice makers or water dispensers you personally own that are permitted under your lease should be unplugged, wiped out and the doors left open for three (3) days prior to your move. The movers will not accept any liability for molding of appliances. Only appliances permitted under your lease will be moved or stored. It is your responsibility to move or dispose of any appliances not permitted under your lease.

The Day of Your Move

- ☐ **Be Ready** – Be prepared to begin your temporary move by **9:00 a.m.** *The Head of Household or an adult household member must be present during the move.*
- ☐ **Remove All Items from Your Unit & Patio** - All of your belongings must be removed from your unit and patio the day of your move. This includes any personal belongings, debris or unwanted items. Use the debris boxes provided on-site to properly dispose of any unwanted items. **Anything left behind will be discarded.**
- ☐ **Prepare Your Pets** – Empty any tanks of water, fish or pets. Movers will only move tanks that are EMPTY of water, fish or pets. You will be responsible for moving the actual pet itself.
- ☐ **Keep Your Valuables with You** – Make sure to keep any valuables (i.e. handbags, watches, jewelry, cell phone, wallet) with you. You will not have access to storage for the duration of your temporary move.
- ☐ **Complete Move Out Inspection** – Before leaving your unit, complete your move-out inspection with the movers and relocation specialist. All items must be removed from the unit. **Anything left behind will be discarded.**
- ☐ **Sign High Value Item & Inventory List Disclosure** – Before leaving your unit, sign the mover’s form disclosing any high value items that the movers are handling and sign off on the mover’s inventory list.

Items Movers Will Not Pack Or Move

The following is a list of items that the movers will not pack or move. It is the responsibility of the tenant to ensure the following items are properly packed or moved.

Plants	Furs
Pets	Cash
Securities	Chemistry sets
Fireworks or flares	Fire extinguishers
Matches	Bleach
Aerosol cans	Oil-based paints
Chemicals, such as those for darkrooms	Fertilizers with ammonium nitrate
Deeds, wills or other valuable papers	Stamp or coin collections
Documents pertaining to the move	Valuable jewelry, artwork or paintings
Appliances	Flammable goods (gas, kerosene & lighter fluid)
Tanks of compressed gas, such as for gas grills or scuba diving (Note: Empty scuba tanks or propane tanks that have an “Empty” certification tag may be transported).	