

90-Day Tampa Bay Relocation Checklist

A job-related move comes with two clocks: the employee's start date and everything needed to make the rest of life work. Use this flexible plan to organize the move, starting with the phase that matches your timeline.

For employers and HR teams: You may share this checklist with new hires and relocating employees at no cost and with no additional administrative burden.

Before you begin

- ☐ Confirm the job start date, work location, expected in-office schedule, and any travel requirements.
- ☐ Ask HR for the written relocation policy, covered expenses, reimbursement process, required receipts, and important deadlines.
- ☐ Decide whether the first step is temporary housing, renting, or buying; the right answer may change as the move develops.
- ☐ Create one secure digital folder for employment documents, identification, housing records, insurance, mover contracts, and receipts.
- ☐ Choose the priorities that will drive your housing search, such as commute, total monthly cost, housing type, space, accessibility, airport access, and preferred amenities.

90-75 days before the move | Build the plan

Start with the decisions that affect every later deadline.

- ☐ Review the relocation benefit in detail: moving services, temporary housing, house-hunting travel, storage, lease assistance, home-sale support, lump-sum payments, and tax treatment.
- ☐ Build a moving budget that includes travel, movers, storage, deposits, closing costs, insurance, utility setup, tolls, parking, and a contingency reserve.
- ☐ If buying, speak with a lender and begin pre-approval before scheduling a serious home search; gather income, asset, employment, and identification documents.
- ☐ If renting, confirm the target monthly payment, lease length, pet needs, deposits, and timing between the lease start and job start.

- ☐ Map the workplace and test realistic drive times from candidate areas during the hours you expect to commute. Include bridges, toll roads, I-275, I-75, airport access, and hybrid-work days where relevant.
- ☐ Decide what will happen with the current home or lease and note every notice, listing, closing, or move-out deadline.
- ☐ List family logistics early, including school or childcare research, medical continuity, accessibility, pet travel, and a spouse or partner's work needs.

75-60 days before the move | Compare Tampa Bay options

Turn a broad region into a practical shortlist without rushing the decision.

- ☐ Compare Hillsborough, Pasco, and Pinellas County locations using the priorities you selected rather than relying on a generic 'best neighborhood' list.
- ☐ Review housing types, typical monthly costs, commute patterns, airport access, and the tradeoffs between urban, suburban, coastal, and newer-development locations.
- ☐ Begin virtual or in-person housing tours. Ask for live video walkthroughs when travel is not practical.
- ☐ For any property under serious consideration, review property taxes, homeowners or condo insurance, possible flood insurance, HOA or condo fees, CDD assessments, and known special assessments.
- ☐ Check the specific address through FEMA's official flood map tools and obtain an insurance quote early; a map designation alone does not tell you the full insurance cost or risk picture.
- ☐ Request written estimates from movers and verify interstate movers through the Federal Motor Carrier Safety Administration before signing a contract.
- ☐ Plan a focused house-hunting trip, if available, with enough time to compare locations and test the commute rather than only touring properties.

60-30 days before the move | Secure the essentials

Housing, moving logistics, and records should now begin moving from options to commitments.

- ☐ Secure permanent housing or confirm temporary housing and the decision date for the next step.
- ☐ If purchasing, track inspection, financing, appraisal, title, insurance, association, and closing deadlines. Recheck the estimated total monthly payment as real numbers become available.
- ☐ If leasing, read the full lease, verify all fees and deposits, document the property condition, and confirm utilities and move-in procedures.
- ☐ Choose the mover, confirm insurance and cancellation terms, and get the pickup and delivery window in writing.
- ☐ Create a move inventory and decide what to move, sell, donate, store, or replace after arrival.
- ☐ Request school, medical, dental, prescription, veterinary, and other important records as applicable.
- ☐ Confirm travel, temporary lodging, vehicle transport, pet arrangements, and any gap between leaving the current home and entering the new one.
- ☐ Identify the electric, water, internet, waste, and other providers for the new address and note their required setup lead times.

30-14 days before the move | Prepare the handoff

Reduce last-minute surprises by confirming every party and every date.

- ☐ Reconfirm the lease start or closing date, mover schedule, travel reservations, temporary lodging, and employer start arrangements.
- ☐ Arrange homeowners, renters, condo, flood, auto, and umbrella coverage as appropriate, with correct effective dates.
- ☐ Schedule utility activation and internet installation; keep confirmation numbers in the move folder.
- ☐ Update the employer, banks, insurers, subscriptions, and other essential accounts; schedule the official postal address change close to the move.
- ☐ Prepare the documents needed for Florida driver licensing, vehicle title and registration, housing, school enrollment, and benefits changes.
- ☐ Refill essential prescriptions and pack medications, identification, financial documents, valuables, chargers, work equipment, and several days of clothing separately from the moving truck.
- ☐ Photograph valuable items and the condition of the current home before departure.

- ☐ If purchasing, independently verify any wiring instructions using a trusted telephone number before sending funds. Never rely solely on an emailed change to wiring instructions.

Final two weeks | Protect the transition

Keep the final days focused on confirmation, access, and the first workweek.

- ☐ Complete the final walk-through or move-in inspection and document unresolved issues in writing.
- ☐ Confirm keys, gate access, parking, elevator reservations, loading rules, and any HOA or condo move requirements.
- ☐ Back up important files and keep copies of contracts, IDs, insurance, travel details, and employer contacts available offline.
- ☐ Share the travel plan and arrival address with a trusted contact.
- ☐ Plan a realistic first commute, including parking, tolls, bridge traffic, and extra time for an unfamiliar route.
- ☐ Keep every relocation receipt required by the employer and note what must be submitted, when, and through which system.

Arrival week | Make the home functional

The goal is not to finish every box; it is to make daily life and the first workweek work.

- ☐ Photograph the home's condition on arrival and report lease, moving, or property issues promptly.
- ☐ Confirm electricity, water, internet, cooling, locks, alarms, parking access, and waste collection.
- ☐ Test the commute at the expected travel time and set up the appropriate toll account or payment method if needed.
- ☐ Locate urgent care, a pharmacy, veterinary care, grocery options, and emergency contacts near the new home.
- ☐ Unpack work clothing, kitchen basics, medications, pet supplies, bedding, and the items needed for the first week before tackling less urgent boxes.
- ☐ Check the official Florida new-resident requirements for driver licensing, vehicle title, and registration, and schedule appointments promptly.
- ☐ Submit relocation expenses and required documentation according to the employer's process.

First 30 days after arrival | Finish the Florida setup

Close the administrative loops while documents and receipts are still easy to find.

- ☐ Obtain a Florida driver license within the state's required timeframe. Florida currently requires new residents to obtain a Florida driver license within 30 days of establishing residency.
- ☐ Complete vehicle title and registration requirements and verify the current documentation, insurance, fee, and appointment rules with FLHSMV.
- ☐ If you purchased a primary residence, review homestead-exemption eligibility, deadlines, and documentation with the property appraiser in the county where the home is located.
- ☐ Confirm HOA or condo contact information, payment setup, parking credentials, community rules, and hurricane or emergency procedures.
- ☐ Review the household budget using actual insurance, utilities, tolls, parking, association costs, and commuting expenses.
- ☐ Establish ongoing medical, dental, childcare, school, pet-care, and other household services as needed.
- ☐ Create a household storm plan, verify insurance documents, and store important records securely and accessibly.
- ☐ Reach out with any remaining Tampa Bay housing, community, financing, or settling-in questions.

Tampa Bay housing checkpoints

Before committing to a home or lease, make sure these questions have specific answers for the exact address.

- ☐ What is the realistic commute at the times this employee will travel?
- ☐ What is the full monthly housing cost, including taxes, insurance, flood coverage, association fees, CDD assessments, utilities, tolls, and parking?
- ☐ Has an insurance professional quoted the exact property, and have flood and storm considerations been reviewed?
- ☐ Could property taxes change after the purchase, and was the estimate based on the buyer's expected ownership rather than the seller's current tax bill?
- ☐ Are there HOA, condo, leasing, pet, vehicle, renovation, or move-in restrictions?
- ☐ Are there pending or known special assessments, major community projects, or insurance issues that require further review?

- ☐ Does the location work for airport access, family needs, medical access, and the employee's actual schedule?

Helpful official resources

[Florida Highway Safety and Motor Vehicles - New Resident](#)

[FEMA Flood Map Service Center - Search by Address](#)

[Florida Department of Revenue - Property Tax Exemptions](#)

[FMCSA - Protect Your Move](#)

Important: This checklist is general educational information, not legal, tax, insurance, lending, moving-company, or government advice. Requirements, costs, maps, and deadlines can change. Verify current information with the applicable employer, agency, insurer, lender, property professional, or licensed adviser.

Questions about a Tampa Bay move?

Tracey Pines helps professionals and families compare Tampa Bay housing options, understand the practical costs of a move, plan remote home searches, and buy with confidence.

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Tracey Pines | Florida Realtor® & Mortgage Loan Originator | Tampa Bay Relocation Specialist