

Checklist and tips for moving house

The moving date is set and you're getting excited about your new four walls. However, from now on there is a huge amount to do. This checklist with practical tips for the upcoming move is as simple as it is effective.



1. Old apartment

- Give notice by registered mail
- Observe the **notice period**
- Clarify whether a **new tenant** has to be found
- _____



2. Planning the move

- Notify** authorities, service providers and contracting partners **of the move**: e.g. municipality of residence, health insurance provider, insurance companies, employers, schools, telephone and internet providers
- Place a **forwarding order** with the post office
- Arrange the **date of the move**, the **handover** of the old and new apartments and **cleaning**
N.B.: if the cleaning is to be done by a company, be sure to agree on an **acceptance guarantee**
- _____



3. Moving day

- Reserve **parking space**
- Print out and distribute **furniture plan**
- Instruct helpers**: what is fragile? What goes where?
- Have **meter readings** taken (water, electricity, gas)
- Remove door signs
- Empty letterbox
- Provide food, tools and cleaning materials
- _____

...a few weeks before moving

- Do a clear-out
- Enquire about removal/cleaning companies, compare prices. **Alternative**: find helpers and organise a transport vehicle
- Get hold of crates and boxes for the move
- Report the date of the move to your employer
Don't forget: all employees are normally entitled to one day off per move
- Organise childcare



...a few days before moving

- Dismantle furniture that is not urgently needed
- Cover delicate floors to protect them from scratches
- Buy rubbish bags and cleaning products
- Draw up a plan of furniture and boxes for the new apartment, e.g. with a colour system
- Buy food and drinks



Tips

- Pack the most important things and clothes for the next two days in a suitcase.
- Have light bulbs and lamps ready for initial light in the new apartment





4. Cleaning and handing over

- Clarify **cleaning specifications** with the landlord or administration (basic level or complete)
- Hire **professional cleaners** or find and **instruct helpers**
- Complete the **handover report**
- Hand over keys**
- _____

Tips →

- Don't forget to clean the garage, cellar, letterbox etc.
- Remember the acceptance guarantee




5. New apartment

- Take over the **new keys**
- Complete the apartment **inspection report**
- Record or document **defects**, report to the household contents insurance company if necessary
- Report your **change of address** to the municipality of residence, health insurance provider, bank
- _____

Tips →

- Update your household contents insurance
- Take out legal expenses insurance




Other to-dos

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- _____
- _____



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