

Moving checklist for private moves

The earlier the better:

- Take a day off in advance on the moving day
- Check all the keys according to the rental contract or the key register
- Take care of small repairs you are responsible for
- Organize packing material for the moving day
- Agree an appointment for the cleaning incl. release guarantee (if possible everything from one source as coordination gets easier)
- Declutter / dispose / sort out
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2-4 weeks before the moving day:

Inform about the change of address:

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| <input type="checkbox"/> employer | <input type="checkbox"/> home delivery services |
| <input type="checkbox"/> post offices and banks | <input type="checkbox"/> provider for electricity, gas and water |
| <input type="checkbox"/> doctors and dentists | <input type="checkbox"/> schools / kindergartens |
| <input type="checkbox"/> municipal administration | <input type="checkbox"/> fiscal department |
| <input type="checkbox"/> insurances | <input type="checkbox"/> internet- & TV-providers |
| <input type="checkbox"/> health insurance | <input type="checkbox"/> telephone companys |
| <input type="checkbox"/> publishers for newspapers / magazines | <input type="checkbox"/> |
| <input type="checkbox"/> road traffic licensing department | <input type="checkbox"/> |
| <input type="checkbox"/> friends and colleagues | |
| <input type="checkbox"/> Make a notice on the elevator to inform your neighbours about the use of the elevator on the moving day | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

How to pack:

- Pack boxes so that they can be closed and are stackable
- Do not use trash bags or shopping bags, as they are not stackable
- Use cases for mattresses, sofas, armchairs and chairs
- Heavy goods should be packed on the bottom of boxes and light goods on the top of the boxes
- Wrap crockery and glass separate in soft wrapping paper
- Fill empty space in a box with pillows or bed linen, as newspaper loses color and tends to pollution
- Pack paintings, mirrors and figures in bubble wrap to avoid damages
- Small plants can be packed in moving boxes, with leaving the covers open. In Wintertime you can wrap them in bubble wrap to protect plants from frost
- Big plants can be stretched with stretch film
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2-3 days before moving day:

- Inform your neighbours about the arrival of your vehicles and ask them to keep parking spaces free
- Plan your shoppings so that your freezer and fridge are empty on the moving day
- Start to disassemble your furniture and collect all small pieces such as screws in small plastic bags which are clearly labeled (only if it's agreed that we won't do the disassembly and reassembly)
- Label everything with the destination and the correct room name on your new address and make a layout- or furniture plan
- Do not pack heavier boxes than 25 kg
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1 day before moving day:

- Block parking spaces on the upload and unload address for the moving company
- Make sure that the staircases are easy of access
- Do not soak your plants too much before the moving day and protect them carefully
- Pack your valuables or documents (such as passes, keys) separately and transport them by yourself
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On the moving day:

- Check parking spaces in front of your house on the upload and unload address*
- Make a tour with the team leader of our moving team through your apartment / house and show them delicate or valuable objects*
- Explain the labels on the boxes if necessary*
- Inform the team about boxes with fragile or hazardous content*
- Inform the team leader immediately about a damage and note it on the rapport*
- Make a tour with the team leader after the up- or unload to control everything*
- Hang up the layout or furniture plan of the new apartment / house or give it to the team leader*
- Label your new door and mail box with your name*
- When having the appointment for the apartment release with your hirer, ask for a release record and sign them both*
- When having the appointment for the take-over of your news home also ask for a take-over record and make sure you both sign it*
- Especially on very hot days in summer, our moving team is very thankful for some water*
- Take back the keys from the moving team*
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After moving day:

- Register at the resident department*
- Explore the new environment and get to know your new neighbours*
- Register the new address for a vehicle and your drivers licence*
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