

## Moving checklist

# How to have a relaxed move

In Switzerland, one in ten people moves in any given year. Proper preparation is half the battle. A moving checklist makes moving much easier. It serves as a schedule and summarizes the most important things for moving.

### Before moving

**Lease:** check and sign the new lease, terminate the old one on time and, in case of late termination, look for a new tenant after talking to the landlord.

**Security deposit:** pay the new security deposit, and reclaim your old security deposit if it is not automatically refunded

**Arrange the key handover date** with your landlord

**Decide which day to move** and request time off from your employer

**Arrange the move:** ask friends and others for help, or contact a moving company well ahead of time

If your children will be changing schools, contact the **school administrators** as soon as possible

**Notify** contractors, employers, etc. of your **change of address**

Arrange for **mail forwarding**

**Change or cancel subscriptions** (e.g. radio, telephone, internet, TV, magazines)

**Reserve a parking space** for moving day, both at the old and the new place

Procure **moving and packing materials**

**Clean out** your home, and dispose of garbage and large unwanted items

**Pack** your belongings, and **label** them as accurately as possible

Draw up a **furniture layout plan** for the new home

Carry out any minor **repairs** that you are responsible for

Notify your **neighbors** and building management about the move

### During the move

**Valuables and documents:** store them safely and transport them personally

Keep a **tool box** and other important tools on hand

Instruct and oversee the **moving team** and arrange for catering if necessary

Place the **furniture plan** in a clearly visible location in the new home and label the rooms

**Handover** and **takeover** of the place of residence, each with a detailed report

Take your **nameplates** from the mailbox and door



## After the move

**Final cleaning:** clean your old apartment (or have it cleaned) for acceptance by the landlord

Change your **automatic payment** for rent

Attach your **nameplates** to the mailbox and front door

Record **meter readings** at the old and new locations for your own records as a precaution

Report any **moving damage** to the moving company within three days

**Defects** found in the new home after moving in: send a list of defects to the management by registered mail (observe the deadline). Do a thorough check that everything is in good working order.

**Unpack** and set up

Review **insurance policies** and adjust coverage if necessary

Register with the **local residents' registration office** by the deadline

Introduce yourself to **neighbors** and the building manager

## Moving tips for families

### 1. Divide and conquer

Everyday life with children is already eventful. So make sure you have enough time to prepare and pack – ideally during the day – so that you will still have some energy left over for the actual move.

### 2. Little helpers, big help?

Are your children already looking forward to their new home? Even if it doesn't necessarily make things go any faster – let your kids help prepare and maybe even pack their own moving box with their favorite toys.

### 3. Help your kids with the transition

Make it easier for your children to switch day-care centers, kindergartens or schools by visiting the new school, playground or sports club. This way it will make it easier for them to adapt to their new surroundings.

## Best protection and 10 percent discount

A move is always an emotional life experience: whether you are moving into your first own apartment or dissolving your household. Remember to consider insurance when planning your move so you are always fully protected.

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### Do you have questions?

You can reach us toll-free at 0800 33 88 33.

