

Checklist to ensure that nothing is forgotten!

## **The Sooner, the Better**

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- sign new lease
- terminate lease on current lodgings within the prescribed period
- arrange moving date with old and new landlord
- contact moving company and arrange a viewing
- order packing material and boxes from movers well ahead of time
- plan purchase of new furniture
- sort out old furniture, declutter basement and attic
- look into eventual takeover of items of furniture by new lessee
- unregister current and register new telephone connection
- arrange for craftsmen for eventual repairs
- arrange for cleaning of apartment before ceding
- start emptying the deep-freezer
- send new address to agencies and authorities
- inform your employer and apply for time off
- if moving from one town to another, inform school and kindergarten

## **1-2 Weeks Before Moving**

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- submit order for mail redirection/forwarding at the Post Office
- arrange for the electric power company to read the meter on the appropriate day
- arrange for the gas company to read the meter on the appropriate day
- arrange day and time for cession of apartment with landlord
- dispose of bulky refuse/special waste
- begin packing the boxes, label on side and top indicating contents and room
- clearly label boxes containing liquids
- draw plan of new apartment; it makes things easier for the moving company and saves time
- inform new neighbors of coming move and resulting possible noise levels
- ascertain from new caretaker/landlord whether other relocations are planned for the same day and if so inform the moving company
- notify of new address: insurance companies, local authorities, Public Registry, Alien Department, doctor, banks, schools, magazine subscriptions, etc.
- Carry out necessary repairs

## **1-2 Days Before Moving**

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- completely empty and defrost deep-freezer
- put in separate boxes items needed immediately after moving in, such as toiletries, tools, favorite toys, etc.
- you may want to move important/valuable items yourself
- prepare/provide food and drink for yourselves and the movers
- ensure that entrance and staircase are freely accessible and empty
- you may want to have someone look after your pets on moving day; don't forget to provide petsitter with pet food
- check that all closets, chests and drawers are empty

## On Moving Day at current lodgings

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- show the team leader of the movers through all rooms including cellar, attic, shed etc. So he can distribute his team. Point out existing damages and delicate/fragile items
- put in separate boxes items needed immediately after moving in, such as toiletries, tools, favorite toys, etc.
- you may want to move important/valuable items yourself
- prepare/provide food and drink for yourselves and the movers
- ensure that entrance and staircase are freely accessible and empty
- you may want to have someone look after your pets on moving day; don't forget to provide petsitter with pet food
- check that all closets, chests and drawers are empty
- remove all nameplates
- immediately inform the moving company and the landlord about eventual damages caused by the movers
- inspection tour with the team leader of the movers of all rooms, including attic, basement, garage, garden
- read the electric meter and insert figures below

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- read the gas meter and insert figures below

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- read the water meter and insert figures below (*single occupancy house*)

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- cede apartment only on the basis of a signed cession protocol
- reclaim deposit
- ask for heat costs statement

## On Moving Day at new lodgings

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- prepare transfer protocol and note existing damages
- take charge of keys
- hang up plan of the apartment/rooms for the movers; it will facilitate their job and save time
- read the electric meter and insert figures below

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- read the gas meter and insert figures below

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- read the water meter and insert figures below (*single-occupancy house*)

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- read the heating meter and insert figures below

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- affix all nameplates
- test doorbell
- affix and connect lamps
- have tips ready for the moving team

## **1-2 Days After Moving**

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- register with the Town Hall, the Military and Civil Defense offices
- register new address for your vehicle
- adjust insurance and register new address
- register with the electric company
- register with the gas company
- sort out damage claims in old and new lodgings with the insurance company
- introduce yourselves to your new neighbors

We wish you all the best at your new residence!