

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.

