



Checklist for the move

As soon as possible

- Moving date: Decide on the moving date and apply for a day off at work
- Rental agreement: Check the new rental agreement and terminate the old one on time. In case of late termination search for new tenants.
- Budget: Create a budget plan
- Move out cleaning: Organize a cleaning company
- Moving boxes and packing materials: Order them with the moving company
- Damages and repairs: Report them in time to the liability insurance and property management
- Measure the new apartment: Plan home furnishings and the delivery of new furniture
- Empty the freezer and consume food supplies
- Check household and liability insurance: Adjust scope of coverage if needed or enter into a new contract
- Clear out: Sell, donate or throw out old things
- Garden: Weed garden and mow lawn

Address changes and re-registrations

- Bank, PostFinance
- Insurance company, health insurance: Check providers and consider changing
- Work
- Tax office
- Doctors
- Address changes and re-registrations
- School authorities
- Clubs, associations
- Power station, gas plant and water company
- Traffic office
- Telephone, cable, DSL: Take note of the notice period
- Mail redirection: Submit at least 4 days prior to your move

1 - 2 weeks before the move

- Apartment handover: Arrange appointment
- No-parking zone: Apply for a parking ban at the old and new home or arrange it with the moving company
- Keys: Make sure they are all complete
- Carry out minor repairs
- Re-register radio/TV: Report change-of-address to: Billag, Switzerland,
- Collection Agency for radio and TV-Fees, Tel.: 0844 834 834

A few days prior to the move

- Valuable and personal documents: Stow them securely and carry them personally
- Handover the new apartment: Check the condition of the new apartment and write down everything in the acceptance report
- Cash: Pick up cash if you have to pay the moving company on-site
- Prepare garbage bags and cleaning supplies
- Pack a box/suitcase with personal needs for the moving day: Clothes, medication, toiletries etc.
- Plants: Don't water them too much and pack them for the move
- Furniture: Seal drawers and cabinet doors with tape
- Cover delicate floors
- Prepare food for your moving helpers

Moving day

- Brief the man movers chief with a furniture plan: Hang it up in the new apartment and label the rooms
- Name sign: Install sign for letterbox and door bell
- Meter readings: Note down

After the move

- Clean/let a company clean the old household: Descale shower head, tiles etc. (Use professional descaling agent like durgol)
- Apartment handover: Walk through the apartment with the landlord and sign the accurate apartment transfer protocol
- Inform authorities and contractual partners: Residents' registration office, social services, mobile phone provider etc.
- Moving damages: Report to the moving company within three days
- Damages in the apartment: Submit to property management
- School/kindergarten: Check out the neighborhood and find the best route to school/kindergarten
- New neighbors: Introduce yourself and plan a housewarming party

This is important, if you're moving with My Move Shop

1. Check your inventory list

In your booking confirmation email, you will find your inventory list as an attachment. Please check whether your statements are still current. If anything has changed, please give us a call: Tel. +41 022 321 96 16

2. Before our man movers arrived

All boxes should be packed in such a way that they can be stacked without any problem. Avoid leaving small items loose in the box. It makes sense to label the boxes with room and content description. If you have not chosen the option of having your furniture "disassembled/reassembled", make sure that all furniture and lamps have been dismantled and are ready for transportation. On the moving day, make it possible for the moving company to get in touch with you throughout the day. Give some thought to where in your new apartment you would like to have each item of furniture placed. Make sure that the moving company is able to park close to the entrance. Contact the local police station to organize a no-parking zone, if parking conditions aren't ideal.

3. Material for the move

Please note: packing boxes are not included in our quotes. If you need boxes, or liner or packing material, you can order those directly from our moving company.

How to pack moving boxes:

- Not too full and not too heavy (no more than 25 kilograms)
- Heavy things on the bottom
- Place books, records and pictures upright
- Place porcelain, glasses, and plates upright and cushion them well
- Label boxes with their destination

