

## What should I do before the move?

There are some important points to keep in mind before your big moving day is here. We've put together a task list to help you keep track. Once you have checked off all these items, your successful moving day can start!

### To do asap

- Lease agreement:** Formal and timely termination of the old lease agreement and, if notice is not received within the proper period of time, start looking for a new tenant, set a moving day and let your employer know
- Moving men:** Gather offers from removal/cleaning companies and commission the appropriate company or, in case of an independent move, ask your friends as soon as possible whether they can help, and check into car rental offers
- Gather moving boxes and packing material:** Filled boxes should weigh no more than 25kg
- Damage and repairs:** Report damage early on to your liability insurance carrier and the landlord; you can repair minor damage and small holes yourself
- Setting up your new apartment:** Measure your new apartment (for furniture, carpets and curtains, also check curtain attachment), arrange delivery dates for new furniture and, if possible, have it delivered directly to the new address
- Check **household contents and liability insurance** and, if necessary, adjust coverage
- Organize a **no-hold zone** for the move day
- Apartment hand-over:** Make an appointment for the hand-over
- Change your address** for contractual partners and organize forwarding at Swiss Post at <https://www.swisspost.ch/en/receiving-mail/relocation>
  - ⇒ Employer
  - ⇒ Bank and credit card company
  - ⇒ Tax office
  - ⇒ Internet
  - ⇒ School authorities
  - ⇒ Health insurance, doctors and insurance companies
  - ⇒ Road Traffic Office, ID and passport office
  - ⇒ Social Security Administration Office
  - ⇒ Electricity and gas works
  - ⇒ Associations/memberships
  - ⇒ Friends, acquaintances
  - ⇒ Apply for a forwarding order at least 4 business days before the move



## Just before moving

- Pack:** Dismantle furniture, empty drawers, pack moving boxes and use a numbering system to label them according to room
- Toolbox:** Put together an individual toolbox for the move
  - ⇒ Pens, black markers
  - ⇒ Duct tape
  - ⇒ Bubble wrap
  - ⇒ Newspaper
  - ⇒ Labels
  - ⇒ Scissors
  - ⇒ Trash bags
  - ⇒ First-aid kit
  - ⇒ Cleaning supplies
  - ⇒ Hammer and nails
  - ⇒ Drill
- Refrigerator and freezer:** Set your quick-freeze button to maximum to cool your refrigerator and freezer contents during the last 24 hours you are in your old apartment and defrost after removing the food
- Labels:** Order letterbox/doorbell labels
- Key(s):** Check to make sure you have all the keys for your old apartment
- Plants:** do not water before moving day (the weight will be doubled, otherwise) and wrap flower pots with foil or plastic so that they will survive the move well
- Taking possession of your new apartment:** Check the condition of the apartment and fill out the acceptance report

