



My move checklist

As early as possible

- Plan a date for moving
- Request leave so that I will have time to move; if necessary, obtain special leave
- Cancel the rental contract for my old apartment in good time
- Arrange for the deposit to be paid back
- Arrange for installed/mounted objects to be sold/relinquished
- Resolve matters related to renovation measures and cosmetic repairs
- Find new tenants for the old apartment
- Clear out the basement and garage

3 weeks before the move

Change of address/Inform

- | | |
|--------------------------------------------|--------------------------------------------------------------------------------|
| <input type="radio"/> Banks | <input type="radio"/> Public utility companies (appointment for reading metre) |
| <input type="radio"/> Deutsche Post | <input type="radio"/> Water |
| <input type="radio"/> Telephone connection | <input type="radio"/> Electricity |
| <input type="radio"/> Cable connection | <input type="radio"/> Gas |
| <input type="radio"/> Mobile telephone | <input type="radio"/> Teleheating |

Miscellaneous

- | | |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="radio"/> Population registration office | <input type="radio"/> Business partners |
| <input type="radio"/> Insurance | <input type="radio"/> Building society |
| <input type="radio"/> "GEZ" (radio/television) | <input type="radio"/> Tax office |
| <input type="radio"/> Subscriptions | <input type="radio"/> Local recruiting office for persons liable for military service |
| <input type="radio"/> School/kindergarten | <input type="radio"/> Church |
| <input type="radio"/> Associations/clubs | <input type="radio"/> Service contracts |
| <input type="radio"/> Arrange an appointment for handing over the apartment | |
| <input type="radio"/> Plan the new apartment | |



1 week before the move

- Pack household goods (rule of thumb: 1 cardboard moving box per square metre)
- Consume remaining food (freezer/deep freeze)
- Arrange a babysitter/dogsitter
- Local newspaper (obtain information on the local newspaper in your new place of residence)
- Organise a parking space
- Acquire aids: Cardboard moving boxes, thick felt-tip for writing on labels, moving blankets, carrying belts, sack trucks, work gloves

1-2 days before the move

- Attach bell and postbox plate
- Pack household goods so they are ready to be moved
- Thoroughly water plants
- Buy snacks and drinks for helpers
- Pack priority items (personal items for the moving day: identity cards, documents, keys, medication, cash, address book, cable for recharging mobile phone, digital camera, toiletries, food, drinks, etc.)
- Reserve parking space before the old and new building

On the moving day

- Carry important documents, securities and jewellery yourself
- Final cleaning of the old apartment
- Read gas and electricity metres and have the details signed by the landlord
- Inspect the new apartment for defects and possible damage
- Collect receipts
- Hand over the apartment