



## 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