



**Häfeli Logistic and Transports Ltd**  
Birrfeldstrasse 35  
CH-5507 Mellingen / Switzerland

Phone: +41 (0)56 621 26 17  
Mail: buero@haefelitransporte.ch  
Homepage: www.haefelitransporte.ch

## Moving Checklist

### 3-4 months before moving day:

- Sign your new rental agreement, getting legal advice if necessary
- Notify your landlord in writing that you wish to terminate your rental agreement and state your moving date. Always send the termination letter by post as registered mail  
Important: The letter must reach the landlord by the last day before the termination deadline
- Obtain written quotes from several removal and cleaning firms
- Reduce food stock and frozen products
- Clear out unwanted belongings
- Apply for a new phone connection at your new residence
- Take measurements of the new home to plan for furniture, lamps, curtains and carpets
- Make a plan of electrical sockets for lamps, phone, television and internet
- Create a room layout plan using paper or an online tool. Using scale measurements cut out the furniture and move them around on the plan
- Order new furniture and arrange delivery at your new residence
- If you are not using a removal company, organise helpers and van
- Repair any damage at your old residence and if necessary, make a claim through your household insurance
- Inform school and kindergarten authorities about your planned move
- Inform your employer and ask for leave (you are usually entitled to one day off)

### 4-6 weeks before moving day:

Report change of address to:

- Residents registration office, tax office, military authorities (for Swiss citizen only)
- Road traffic licensing department, retirement insurance (AHV) pension fund institution
- Post office, banks, insurance companies, health insurance
- Family doctor, kinder doctor, gynaecologist, dentist
- Schools, kindergarten, nursery, apprenticeship and employer
- Electricity, gas, water, telephone, radio and television (Billag) providers
- Beverage supplier, newspapers delivered to your home, fitness studio, railway (SBB) abonnements
- Clubs, institutions, relatives, friends and neighbours
- Buy moving boxes/packing material
- Start packing non-essential items such as such as books and non-seasonal clothes into boxes
- Label boxes with the contents and the destination room
- Arrange for someone to look after your children and/or pets during the move

## **2-3 weeks before moving day:**

- Agree date for handover of old residence and takeover of new residence with landlord
- Review handover with cleaning company (guarantee of handover)
- Reserve free parking places or closing of road for access during the move
- Inform concierge and neighbours (also for elevator using)
- Reduce the amount of water you give to plants leading up to the move and do not refill hydro plants
- Order labels for the bell and mail box
- Purchase protection material for floors (if not provided by moving company)
- Agree a date with your electricity supplier for checking energy meter for after the move
- Purchase bags for waste and cleaning material for the moving date

## **1 day before moving day:**

- Have your pets looked after or prepare food for them on the moving day
- Organise someone to look after young children
- Dismantle furniture (if not included in the agreed services with the moving company)
- Label the dismantled furniture
- Prepare special labels for fragile, breakable and dangerous items
- Pack valuables, collectables and personal documents separately and if possible, transport or store them yourselves in advance (never pack them into the removal van, as this is not covered by insurance)
- Pack essentials such as tools, first aid kit, pen and paper, fuses, cords, extension cords, pocket lamp, scotch tape, cleaning products and bags for waste separately
- Organise catering for the moving team (snacks, drinks, lunch)
- Defrost your refrigerator and/or freezer
- Put separate a freezer on maximum power (for fast freezing)
- Prepare cash for the moving company and also for tips for the moving team
- Takeover of new apartment. Compile the inspection report with the landlord and report any damage
- Ensure you have comfortable shoes and clothes for the moving day

## **On the moving day:**

- Walk through the apartment with the moving team at your old residence and make them aware of delicate items or priorities and discuss the loading plan, timetable, access, breaks and catering
- Load the freezer last and connect it to electricity as soon as possible at the new residence
- Label doors with the furniture plan for that room
- Do not place furniture too close to the walls in case of possible humidity damage
- Install lighting at the new residence before it gets dark
- Change the name labels on the mailbox and the doors
- Check and record electricity, gas and heating meters

## **After the move:**

- Clean your old apartment or use a cleaning company
- Complete the handover of your old apartment with the landlord and keep a copy for your records
- Invite your new neighbours for an aperitif at your new home
- De-register and register at the residents' registration offices at your old and new town office
- Request the account of heating from the landlord of your old apartment
- Request payment of deposit from landlord
- Report any damage at new apartment within 10 days with registered letter to new landlord