

2-3 months prior to move

- Carefully review new rental agreement, possibly with an expert
- Terminate old rental agreement in due form and time (but only after concluding a new one)
- Report damages to apartment to management and liability insurer as early as possible
- Apply for legal day-off from employer (Swiss Law)
- Request written quotes from three transport firms for an effective comparison
- If needed request quote for household cleaning
- Only contract competent transport firms and request written confirmation of all quotes
- Inform old and new school authorities of move and discuss possible transfer problems
- Create furniture arrangement plan

4 weeks prior to move

- Address change: Employer
- Address change: Bank / Postoffice Bank
- Address change: with Resident Registration Office (in due time)
- Address change: IWB – Electricity, Gas & Waterworks
- Address change: Telephone provider and, if applicable, telefon directory entry
- Address change: Doctors
- Address change: Car registration certificate / Drivers license (in due time)
- Address change: Personal ID
- Address change: Health fund and insurances
- Address change: Journal and newspaper subscriptions
- Address change: Service subscriptions
- Address change: Home delivery services
- Address change: Associations, courses, clubs
- Address change: Billag (official agency for national radio and TV fees)
- Address change: Friends and acquaintances
- Registration: with social security office (AHV)
- Registration: Military authorities, if applicable

- Registration: Tax authorities
- Registration: Schools and Kindergarten
- Change-of-address order (form at post office)
- Change printed paper and rubber stamps
- If necessary, update insurance coverage
- Use up any reserve, freezer and canned goods
- Order sufficient quantities of packing material from transport firm
- Arrange apartment handover with landlord of old apartment and report any damages

2 weeks prior to move

- Carry out repairs (for which tenant is liable) now
- Pack momentarily expendable items. Clearly label transport cartons with content and specific destination (room)
- Arrange apartment takeover with landlord of new apartment
- Inform neighbors and landlord of move (usage of access and passageways and elevator on moving day)
- Arrange name plates for mailbox and apartment doors
- Purchase cleaning material for cleaning apartment
- Arrange supervisory care for small children and pets if necessary

1 week prior to move

- Plan meals so that cupboards and refrigerators are empty on moving day
- Move preparation Clearly label fragile goods (and liquids)
- Move preparation Transport dangerous goods (poison, weapons, ammunition, etc.) separately
- Move preparation Dismantle furniture (unless performed by transport firm)
- Move preparation Cover floors with protective mats (unless performed by transport firm)

Last 2 days prior to move

- Secure loading/unloading access and passageways for transporters at least 48 hours prior to moving day
- Cool down freezers to lowest level. Transport chilled goods wrapped in newspapers or in separate cooler
- Personally transport all valuables and important documents (or temporarily store in bank safe-deposit box)
- Personally transport unpacked (fragile) small items
- Copiously water plants and protect appropriately (do not water on moving day)
- Label cartons and household goods with content and specific destination (room)
- Remove curtains and, if possible, have carpets and rugs cleaned and rolled-up

- In hot weather: please do not forget soft drinks for moving team
- Keep tools, pharmacy, toilet articles, flashlight, light bulbs, duct tape separately
- Provide cleaning material and garbage bags separately
- If necessary, keep cash on hand for transport and cleaning firms
- Install sufficient lighting in new apartment

On moving day

- Wear non-slip shoes and appropriate clothing (accident risk)
- Control that access and passageways are kept clear for parking spot for transporter and possible façade lift
- Explicitly alert moving team to fragile, sensitive, dangerous and hazardous goods
- Inform mover team head of which and when furniture/cartons have to be unloaded
- Leave behind sufficient connected light fixtures with bulbs in old apartment
- Display furniture arrangement plan in a very visible spot
- Mount name plates on mailbox and apartment doors
- Apartment handover As precaution, write down meter readings in old apartment yourself
- Apartment handover Fill out a complete handover report with landlord
- Apartment handover After returning apartment key there is no longer any right of entry
- Apartment takeover Fill out complete takeover report with landlord
- Apartment takeover As precaution, write down meter readings yourself
- Apartment takeover Check proper functioning of built-in appliances
- Arrange furniture properly, not too close to walls (air circulation, especially with outer walls)
- Personal introduction to neighbors facilitates communal life right from the beginning
- With children Explore local area and safest way to school
- With children Begin socializing with neighbors children

After the move

- Report claims of missing or damaged goods by registered mail to transport firm within 3 workdays
- Report any defects or damages in apartment by registered mail to landlord
- Return packing material on loan from transport firm or have it picked up