



C h e c k l i s t e

for moving

As soon as possible

- Decide on the moving date and apply for a day off at work
- Check the new rental agreement and terminate the old one on time. In case of late termination search for new tenants.
- Create a budget (moving, cleaning and disposal)
- Organize moving helpers: Ask a moving company or friends in advance.
DIY-move: organize a vehicle for the move
- Organize a cleaning company or with Umzugskönig AG
- Moving boxes and packing materials: Order them with the moving company or borrow free boxes at Umzugskönig AG
- Damages and repairs: Report them in time to the liability insurance and property management
- Measure the new apartment: Plan home furnishings and the delivery of new furniture
- Empty the freezer and consume food supplies
- Check household and liability insurance: Adjust scope of coverage if needed or enter into a new contract



Address changes and re-registrations

- Work
- School authorities
- Doctors
- Clubs, associations
- Insurance company, health insurance: Check providers and consider changing
- Bank, PostFinance
- Telephone, cable, DSL: Take note of the notice period
- Mail redirection: Submit at least 4 days prior to your move
- Tax office
- Power station, gas plant and water company
- Traffic office

1 - 2 weeks before the move

- Apartment handover: Arrange appointment and inform Umzugskönig AG
- No-parking zone: Apply for a parking ban at the old and new home or SWISS MOVERS will organize this.
- Keys: Make sure the Keys are all complete
- Neighbors and janitor: Inform them about the move
- Empty furniture and drawers, pack and label boxes
- Seal drawers and cabinet doors with adhesive tape
- Carry out minor repairs



A few days prior to the move

- Pick up cash if you have to pay the moving company on-site
- Handover of the new apartment: Check the condition of the new apartment and note down everything in the acceptance report
- Valuable and personal documents: Stow them securely and carry them personally
- Prepare garbage bags and cleaning supplies
- Pack a box/suitcase with personal needs for the moving day: Clothes, medication, toiletries etc.
- Plants: Don't water them too much and pack them for the move
- Cover delicate floors
- Optional: Prepare food for your moving helpers

Moving day

- Brief your moving helpers
- Lamps: Dismantle and pack them, install at the new place
- Load moving van: Boxes first, then the furniture
- Furniture plan: Hang it up in the new apartment and label the rooms
- Name sign: Install sign for letterbox and door bell
- Meter readings: Note down



After the move

- Clean/let a company clean the old household: Umzugskönig AG service overview
- Apartment handover: Walk through the apartment with the landlord and sign the accurate apartment handover protocol
- Moving damages: Report to the moving company within two days
- Inform contractual partners and authorities Residents' regist social services, mobile phone provider etc.
- Damages in the apartment: Submit to property management
- Apartment: Furnish
- Check out the neighborhood and find the best route to school/kindergarten
- New neighbors: Introduce yourself and plan a housewarming party



Moving with Umzugskönig AG

Check your inventory list

All dates are recorded in the booking confirmation email. Check your details a few days before moving, if anything should change, please call us on
Tel .: 0848700333

Before the moving company arrives

- ✓ Crates should be packed so that they can be stacked without difficulty. It is best to label the boxes with the room and contents. Avoid loose small items.
- ✓ If the additional service “disassembled/reassembled“ is not booked, all furniture and lamps should be dismantled and ready for transport.
- ✓ On the moving day, make it possible for the moving company to get in touch with you throughout the day.
- ✓ Give some thought to where in your new apartment you would like to have each item of furniture placed.

Pack moving boxes correctly

- Not too full and not too heavy (no more than 25 kilograms)
- Heavy things on the bottom
- Place books, records and pictures upright
- Place porcelain, glasses, and plates upright and cushion them well
- Label moving boxes
- Label boxes with their destination