

Moving Checklist Switzerland:

So nothing gets forgotten.

1 - 2 months before the move: plan your move and give notice

- ☐ Are you moving yourself or hiring a moving company? If you are looking for a moving company or final cleaning with handover guarantee, Movu.ch or another quote comparison platform can help you find suitable offers.
- ☐ Contract for your new home: signed and legally valid?
- ☐ Contract for your current home terminated within the notice period? If not, inform the landlord or property management of at least one interested replacement tenant.
- ☐ Plan to empty the freezer systematically before moving day.
- ☐ Cancel or transfer internet, phone, TV and Wi-Fi at your old address and arrange installation at the new address in good time. If needed, have the installation appointment confirmed in writing.
- ☐ Commission any tradespeople who need to work in the old or new home on moving day in writing, including date and time.
 - Electrician
 - Painter
 - Carpet fitter / flooring specialist
- ☐ Order curtains or have them altered.
- ☐ Order stationery, envelopes, address stamps and business cards with the new address if still needed.
- ☐ Plan any new furniture purchases and have them delivered to the new address.
- ☐ Arrange a viewing with a moving company if a detailed quote is needed.
- ☐ Agree on the moving date and time with both the old and new landlord or property management.
- ☐ Record any agreements with replacement tenants about taking over furniture or fittings in writing.
- ☐ Declutter the cellar and attic and prepare disposal of empties, bulky waste, recycling and special waste.
- ☐ Organise a farewell party for friends and neighbours. It is a good opportunity to get rid of things, empty the freezer and find helpers for moving day.
- ☐ Hold a garage sale or sell items you no longer need online, for example via Ricardo, Tutti, Facebook Marketplace or other platforms.
- ☐ Check investment plans with your bank or household budget before entering into expensive instalment contracts.
- ☐ Ask your employer for time off early. Whether paid leave for moving is granted depends on your employment contract, staff regulations, collective employment agreement or employer.
- ☐ Arrange repairs for furniture and other items. If possible, collect or have them delivered only after the move.
- ☐ Inform the kindergarten teacher or class teacher about the upcoming change of address. Clarify responsibilities, school transfer and registration with the new school or school district early.
- ☐ Discuss curriculum differences, the new school route and any necessary preparation, such as tutoring, with the teachers.

1 - 2 weeks before the move: change of address, mail forwarding and moving boxes

- ☐ Organise childcare and pet care for moving day.
 - ☐ Notify Swiss Post of your change of address and set up mail forwarding. Ideally, do this at least four working days before the move.
 - ☐ Radio/TV licence: check Serafe data. If the billing address is wrong, contact the residents' registration office of your municipality.
 - ☐ Inform the electricity provider of the moving date so the meter can be read or transferred at the right time.
 - ☐ For homeowners: inform the municipality of the moving date so the water meter can be read.
 - ☐ Inform the gas provider of the move so the meter can be read, if applicable.
 - ☐ Clarify the heating cost statement with the current landlord or property management.
 - ☐ Agree on the apartment handover time with the landlord or property management. Coordinate the appointment with the cleaning team, cleaning company or partner.
 - ☐ Reserve parking spaces for moving vehicles if needed, at both the old and new address. Arrange this with the property owner, residents, caretaker or property management.
 - ☐ Organise packing material, moving boxes, tape and protective material. Order enough and in good time, for example from www.zebrabox.ch.
 - ☐ Send rugs for cleaning and have them delivered to the new address after the move.
 - ☐ Arrange new fitted carpets or flooring if needed.
 - ☐ Clean or alter curtains.
 - ☐ Dispose of bulky waste and special waste.
 - ☐ Ask your employer for time off for moving day or moving week.
- ☐ Organise new name plates if needed: letterbox, front door and apartment door.
 - ☐ Collect any stationery, envelopes, business cards or stamps ordered with the new address. Do not forget digital signatures.
 - ☐ Start packing all loose items. Label boxes with a thick marker on the top and side: contents and room.
 - Books and files
 - Children's toys, except favourite toys
 - Laundry and clothes not currently needed
 - Cellar
 - Attic and storage rooms
 - Seasonal items, sports equipment and rarely used items for storage
 - ☐ Create a furniture layout plan or sketch for the new home. This helps the moving team on moving day and saves time. Hang the plan clearly visible in the entrance area of the new home.
 - ☐ Check insurance cover. Does your household insurance include damage during the move? This is especially important if you or friends help with loading. Consider transport insurance if you own valuable individual items or have packed yourself.
 - ☐ Check whether there is a power socket at the new location for the freezer. Organise an extension cable if needed.
 - ☐ Full set of room and apartment keys? Have duplicates made if necessary or report missing keys to the property management.
 - ☐ Organise small freezer bags or zip bags for screws, keys and other small parts.
 - ☐ Inform the caretaker, property management and neighbours about the moving time if needed. Check whether another party in the building or neighbourhood is moving at the same time and coordinate if necessary.

1 week before the move: deregistration, repairs and final packing

- ☐ Complete registrations, deregistrations and change of address notifications in good time:
 - Municipal office / residents' registration office. Take ID documents or check whether eMoving is possible.
 - Employer
 - Schools / kindergarten / daycare
 - Doctor / dentist
 - Banks
 - Health insurance provider
 - Clubs / course offices
 - AHV, only if self-employed
 - Newspapers, magazines, subscriptions
 - All insurance policies
 - Regular deliveries and delivery services, if still used
 - Online shops, customer accounts and digital subscriptions
 - Cancel and pay monthly orders if they are no longer needed.
- ☐ Remove pictures, stickers and posters. Fill nail and screw holes. Suitable materials are available from pharmacies, DIY stores or hardware stores.
- ☐ Carry out necessary repairs or touch-ups, for example defective roller blind straps, shower hoses or limescale on taps.
- ☐ Clarify the move-in date and time with the new landlord, property management or new tenant.
- ☐ Inform the moving company of any schedule changes.
- ☐ Pack and dismantle everything that is no longer needed.
- ☐ Clearly label packages containing liquids. Hazardous, corrosive or highly flammable liquids must be transported separately or disposed of properly.
- ☐ Plan meals in the old home so that the fridge and freezer are as empty as possible on moving day and as little crockery as possible is needed.
- ☐ Prepare an essentials box for moving day and the first night: medication, chargers, toiletries, towels, bedding, tools, toilet paper, cleaning supplies and important documents.

1 - 2 days before the move: essentials box, parking and furniture preparation

- ☐ During the last 24 hours before the move, set the freezer to maximum cooling or activate quick-freeze. If the freezer is still too full, part of the contents must be transported separately.
 - ☐ Clearly label and set aside boxes containing essential items: tools, lamps, torch, towels, toiletries, medication, chargers and important documents. These boxes should be loaded last so they are available first.
 - ☐ Pack cleaning supplies separately.
 - ☐ Prepare food and drink for moving day, including cutlery, crockery, glasses, tin opener, corkscrew, napkins or kitchen paper.
 - ☐ Prepare important and valuable items for self-transport: jewellery, money, ID documents, contracts, laptops, data carriers and important personal documents.
 - ☐ Pack plants and flowers, with cold protection in winter. Water flowers only after the move.
 - ☐ Provide drinks for the moving crew and helpers.
 - ☐ Finish packing the evening before the move.
 - ☐ Clear staircases and corridors in the apartment. Cover floors if needed. Important: floor coverings must lie flat and be non-slip; plastic sheets and paper are not suitable.
- ☐ Are internet, Wi-Fi and phone installed at the new address, or is the installation appointment confirmed?
 - ☐ Tradespeople booked: are they all coming at the agreed time? It is worth checking.
 - ☐ Is the moving team organised?
 - ☐ Label boxes clearly: room and contents.
 - ☐ Put up a reservation sign or barrier for the moving van, if approved.
 - ☐ The parking space at the new address must be free. Can the caretaker or property management arrange this?
 - ☐ Take pets to be looked after. Do not forget their food.
 - ☐ Reserve the lift in both the old and new building. Ask the caretaker or property management for the lift key if necessary.
 - ☐ Prepare furniture for the move: close empty wardrobes and chests of drawers with furniture tape. Lock or secure drawers. Remove keys and put them in labelled plastic bags. Store screws and small furniture parts in labelled bags as well.

Moving day - In your old home: moving out and apartment handover

- ☐ Is there a free parking space for the moving van?
Does snow need to be cleared?
 - ☐ Is the access route from the parking space to the front door clear? In winter, clear snow and ice.
Do not spread salt, as it can damage floors and carpets.
 - ☐ Show the moving team leader or moving crew the entire apartment and all additional rooms. They need an overview to organise the team and plan how to load the van. Point out fragile or sensitive items as well as existing damage in rooms, corridors and staircases.
 - ☐ Have the tradespeople arrived?
 - ☐ If you are using large bin bags for moving items, such as duvets or pillows, make sure they are not accidentally thrown away.
 - ☐ Load last what is needed first in the new home.
Have these items been set aside?
 - ☐ Remove name plates from the apartment door, front door and letterbox.
 - ☐ Empty the letterbox.
 - ☐ Have phone, internet and old connections been disconnected or ended according to contract?
 - ☐ If you are moving with a moving company: report any damage immediately and have it confirmed in writing.
 - ☐ Collect invoices and receipts related to the move.
Depending on the situation, they may be relevant for your employer, tax documents or internal expense records.
- ☐ Do a final inspection after the apartment has been cleared. Make sure nothing has been left behind.
 - Apartment
 - Cellar
 - Attic
 - Storage room
 - Garage
 - Garden tools
 - Balcony / terrace
 - Bicycle room / laundry room
 - ☐ Read the electricity meter and enter here:
.....
 - ☐ Read the gas meter and enter here:
.....
 - ☐ Read the water meter and enter here:
.....
 - ☐ Apartment handover of the old home: Once you have handed over the keys, you no longer have the right to access the apartment. Make sure an acceptance report or handover report is completed. Have it signed by the landlord or property management and ask for a signed copy. If possible, bring a witness.
 - ☐ Hand over all keys. Record the return of the keys in the handover report.
 - ☐ Request the return of the deposit or clarify repayment and any deductions in writing.
 - ☐ Discuss heating and service charge statements with the landlord or property management.
 - ☐ Have you returned everything you borrowed from neighbours?

Moving day – new home: moving in and apartment takeover

- ☐ Apartment takeover and move-in checklist for the new home:: Before moving in, complete a takeover report together with the landlord or property management. It should still be daylight. The report must be signed by both parties. Document and photograph existing damage in the apartment, stairwell and additional rooms so it is not blamed on your move.
- ☐ Order additional keys from the property owner or property management if needed.
- ☐ Pin up the room plan in the entrance area so helpers can see where boxes and furniture should go.
- ☐ Are internet, Wi-Fi and phone already connected?
- ☐ Read the electricity meter and enter here:
.....
- ☐ Read the gas meter and enter here:
.....
- ☐ Read the heating meter and enter here:
.....
- ☐ Read the water meter and enter here:
(only for a detached family home or separate billing)
.....
- ☐ Test the doorbell.
- ☐ Fit name plates: front door, apartment door and letterbox.
- ☐ Connect lamps, with an electrician if needed, so rooms and corridors are lit in the evening.
- ☐ Hang curtains to make the apartment feel more homely on the first evening.
- ☐ Make the beds.
- ☐ Unpack toiletries.
- ☐ Unpack the essentials box: medication, chargers, toilet paper, towels, tools and important documents.
- ☐ Have a tip ready for the moving crew if desired.
- ☐ There is still plenty to do – but who says everything has to be finished on the first evening?

Now it is time to relax. You deserve it!

From the second day in your new home: registration, insurance, getting organised

- ☐ Complete registration at the municipal office or residents' registration office if not already done. In many cantons, this can also be done online. Keep ID documents and required papers ready.
- ☐ Route to kindergarten or school: if you have children, walk the route with them the first few times and point out any specific risks.
- ☐ Update vehicle documents or report the change of address to the relevant road traffic office.
- ☐ Save digital copies or photos of important ID documents and papers securely so you can act faster in case of loss.
- ☐ Update insurance policies: does your coverage still match your current needs?
- ☐ Check your bank details. Open a new account if needed. Inform your employer of a new salary account if necessary.
- ☐ Check registration with the electricity provider.
- ☐ Check registration with the gas provider, if applicable.
- ☐ Unpack crockery carefully. Experience shows that damage often happens during this step.
- ☐ Damage in the old apartment: clarify with your insurance which claimed damages are covered by liability insurance.
- ☐ Organise spare light bulbs for the new home.
- ☐ Check spare fuses if relevant. Automatic circuit breakers do not require spare fuses.
- ☐ Check your medicine cabinet: replace expired medication and restock anything missing.
- ☐ Greet your new neighbours: introduce yourself on the first or second day.
- ☐ After a few weeks, check any unopened boxes: keep, sell, donate, dispose of or store.

The moving adventure is complete. Anything still unpacked after a few weeks can be sold, donated, disposed of or safely stored away – helping your new home stay tidy for the long term.