

# Quick, practical tips for relocating:

## make moving house fun and stress-free with this checklist

When relocating, you need to plan everything thoroughly and well in advance. Our quick tips give you an overview of things to remember when moving house so that you can keep calm and stay positive.

### Things to remember before and when moving house:

#### Relocating under your own steam

Small, medium or large: choosing the right size van is important to make sure that everything fits in. Multiple journeys cost time and money. Medium and big vans are very popular, so it's advisable to reserve weeks in advance!

**Important:** A valid driving licence for the relevant vehicle category. When picking up and returning the van, check for damage and defects and document them (take photos!). Don't skimp on insurance – fully comprehensive insurance is recommended for inexperienced drivers. 2. Register another driver who can take over the driving if necessary!

**Useful tips:** For up to 25 m<sup>2</sup> (1-2 rooms) a small van is usually enough. Measure to check that the furniture will actually fit in! For up to 50 m<sup>2</sup> (2-3 rooms) a mid-sized van is usually right. Double-wing rear doors and a side sliding door are very helpful when loading! Towels, covers and sheets can be used to cover items to protect them from being damaged and belts can be used to strap the items in place. Check that you have unlimited mileage and one-way rental if your old and new apartments are far apart.

**Zebrabox tip:** The size and weight of the van affect how it drives. There is no rear-view mirror, braking distances are longer, the gears are jerkier. When driving, think about your passing height and wing mirrors and accept help! Keep enough distance between you and the vehicle in front.

#### Dismantling furniture / packing

Relocating is a bit like a game of chess. It's all a question of strategy. That means: save packing things that you need

until the last minute to the last minute. That includes cutlery, plates, your favourite mug and the kitchen roll. Carefully pack boxes based on themes or rooms. Start dismantling furniture at least two days before relocating. Have a clear out of stuff that you are not taking with you early on – the day before your moving day at the very latest. Belongings and furniture that are big and cumbersome are known as bulky items and there is often a fee for disposal.

**Important:** Place heavy objects at the bottom of boxes and fill the gaps with clothes, bedding, towels etc. Use professional packaging material such as tissue paper or bubble wrap instead of newspaper, because that leaves behind black marks!

**Useful tips:** Charge your cordless screwdriver. Put screws, hinges etc. in a zip-lock bag and attach the bag to the right piece of furniture using masking tape. Delay packing kitchen utensils and bathroom items, such as coffee cups and toothbrushes, right until the end or even leave it until moving day itself.

**Zebrabox tip:** Have your furniture and large items arrive at your new apartment first, so that you can get on with reassembling them while the second load arrives.

#### Removal boxes

Approximately 10,000 items need to be safely packed and transported. Make sure you've got enough boxes and packaging material! When filling removal boxes, less is more.

**Important:** 1.5 removal boxes per square metre is realistic! Boxes can hold up to about 30 kilos. However, your back, ligaments and friendships can only take a maximum of 20 kilos.

**Useful tips:** List the items that you have packed and carefully colour code each box (use pens or coloured dot stickers) with the destination room. That way all the boxes will end up in the right place. Keeping boxes for the basement at the bottom saves you time and energy!

**Zebrabox tip:** Bedclothes, pillows etc. can be transported in a big bin liner or inside a duvet cover.

### Helpers for relocating

The more helping hands you have on deck to lend a hand, the easier and quicker it is to get everything done.

**Important:** It's better to arrange too many helpers for moving day than not enough. Even your closest friends might have to cancel on you at the last minute.

**Useful tips:** Ask one helper (with Tetris experience) to sort out the inside of the removal van by stacking boxes and organising the furniture.

**Zebrabox tip:** Tell everyone your moving date as soon as possible. Send them all a reminder by e-mail or WhatsApp a couple of days beforehand – and on the day itself, remember to keep up your *motivation friends' motivation* ☺.

### Fun and a good atmosphere

Parading up and down doesn't exactly sound like fun, unless you're taking part in a carnival parade. Nevertheless, relocating can and should still form some happy memories.

**Important:** Taking breaks and having enough food supplies helps to keep your helpers' *strength and moods up* ☺. Have the following to hand on moving day: a thermos flask of coffee, disposable cups, rolls/croissants, fruit, sweets and enough drinks, ideally water (small bottles).

**Useful tips:** Music raises the spirits and helps to create a good atmosphere.

**Zebrabox tip:** As a reward or thank you, have some pizza or finger food waiting them in the new flat (remember to include some veggie options!) and don't forget something for raising

a toast (a crate of beer, cans of prosecco) ...keep the noise levels in mind!

### Handing over the apartment(s)

On moving day, there will be at least one apartment handover, the old one, but sometimes also the new one. Here are a few things to remember when moving house to avoid any hassle later on.

**Important:** Take the current electricity, gas and water meter readings as you turn them off/on in your old and new apartments. As soon as you've handed over the keys, you no longer have right of entry!

**Useful tips:** Does everything fit? In situations where it doesn't quite fit, for example if a room is still unfinished or the basement is damp, then a *storage unit is worth its weight in gold* ☺, short or even long term.

**Zebrabox tip:** It's best to go through the protocols of handing over the flat with someone there to witness it and in daylight. That saves any hassle.

### Things to remember after moving house:

#### Registering and re-registering

It's not just the municipality that will need to be informed within 14 days about your move, but also other administrative bodies and associations, health insurance providers, banks and other insurance companies. Heating, electricity and telephone contracts have to be cancelled and you need to apply to change your address and have your *post redirected* ☺.

**Important:** Submit your registration confirmation documents to the residents' registration offices in your old and new *municipalities* ☺. However, most municipalities require you to notify them of your departure or register with them in person.

**Useful tips:** Sometime you might be able to register or deregister online, for example in the cantons of Zurich, St. Gallen, Aargau, Zug and Uri.