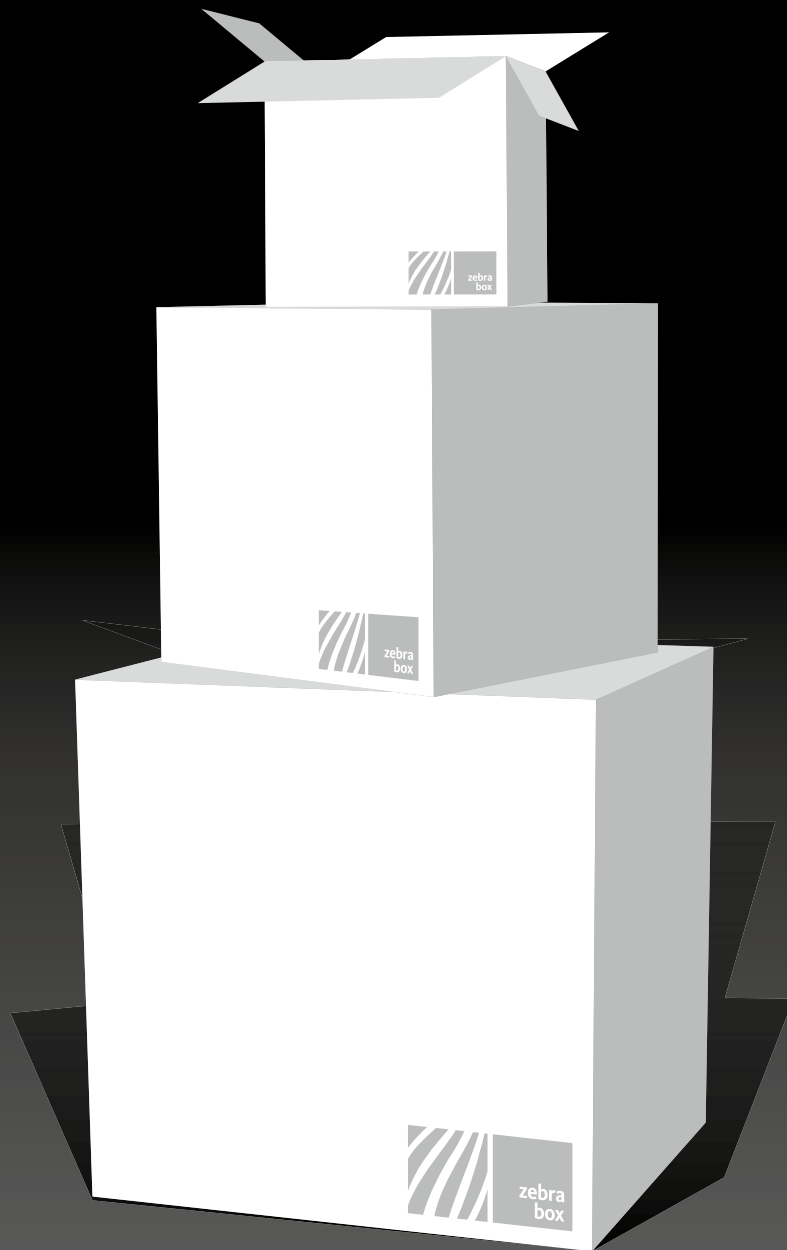


REMOVAL CHECKLIST



SMART STORAGE

www.zebrabox.ch



REMOVAL CHECKLIST

1 to 2 months before the move

- Moving by yourself and need some help? If you're looking for removal or cleaning companies, Movu.ch will help you find the best offers in your area.
- Contract for your new home: has it been signed and made legally binding?
- Has the contract for your old home been terminated with the right period of notice? If not, give the landlord the address of at least one potential future tenant!
- Systematically plan to empty the freezer by the day of the move.
- Cancel the telephone connection to your old apartment and set one at the new one. (e.g. call Swisscom Tel. 0800 800 800). Possibly instruct a telephone engineer to install a new line for you (in writing, stating the date required).
- Contact any tradesmen in writing who will have work to do in your old and/or new home on the day of the move (including the date and time).
 - Electrician
 - Painter and decorator
 - Carpet-fitter
- Order curtains or have them altered.
- Order writing paper, envelopes, labels and business cards showing your new address.
- Plan any new furniture purchases and have them delivered to your new address.
- Possibly arrange for a removal company to visit your home to give a quotation.
- Agree on a removal date and time with your old and new landlords.
- Reach agreement with the next tenants about taking over any of the fittings.
- De-clutter the cellar and attic and get ready to dispose of things (including empty packing materials). Make use of regular collection services for bulky goods.
- Organise a farewell party for your friends and neighbours A good opportunity to get rid of one or two things, empty the freezer and obtain some helpers for removal day...
- Hold a garage sale...Or put items you no longer need up for auction on the Internet (www.ricardo.ch or www.ebay.ch).
- Discuss your financial arrangements with the bank, before entering into expensive instalment contracts.
- Tell your employer early that you will want a day off. You are legally entitled to one day off. And maybe your company will even contribute to your removal costs?
- Arrange for furniture and other items to be repaired and if possible only collect them or have them delivered after you have moved.
- Tell your children's playgroup leader or teacher about the forthcoming move. It is their responsibility to pass this information on to the new education authority and/or the relevant school allocation officer (in bigger towns).
- Find out about any differences in the curriculum and discuss with teachers if any preparations are needed (e.g. extra lessons to catch up).

1 - 2 weeks before the removal

- Organise who will look after your children and pets for the morning of the move.
- Notify your previous post office of your change of address and fill in an application for them to forward your post.
- Change the address of your radio/TV licence (www.billag.ch).
- Tell the electricity company the date of the move, so that your meter can be read at the correct day.
- Tell the local authority the date of the move, so that the water meter can be read (only applies to home owners).
- Tell the gas company the date of the move, so that the meter can be read.
- Agree with your previous landlord how heating costs are to be paid.
- Agree with the landlord on the time at which the apartment will be handed over. Arrange this with the cleaners and other partners.
- Possibly reserve parking spaces for the removal vehicle (s) (at your old and new homes). Arrange this with the property owner, your fellow residents or the caretaker. If official parking spaces need to be reserved, you must apply to the police in person to do this (a fee is charged).
- Organise packing materials and boxes. Order plenty, and in good time. www.zebrabox.ch
- Send rugs for cleaning and have them delivered to your new address after the move.
- Possibly arrange new fitted carpets.
- Clean curtains or have them altered.
- Dispose of any bulky or special waste.
- Book time off with your employer for the day/week of the move.
- Possibly organise new name-plates (letter-box, front door and apartment door).
- Collect any writing paper, envelopes, business cards and stamps that you have ordered showing the new address.
- Start packing all loose items. Label boxes with thick felt-pen, on top and on the sides (contents and room):
 - Books and files
 - Toys (except the real favourites!)
 - Clothes that will not be needed
 - Cellar
 - Attic and storerooms
- Draw a plan/sketch of the furniture layout in your new home. This will make it easier for the removal men on the day of the move and will save time. Pin up the sketch or plan where it can be easily seen in the entrance hall of your new home.
- Check your insurance coverage. Is damage caused during removal included in your contents insurance? This is particularly important if you or your friends are helping with the move. Possibly take out transport cover if you own certain valuable individual items or if you have packed yourself.
- Check whether there is a power socket at the new location for the freezer? (Arrange an extension lead if necessary).
- Full set of keys for rooms and the apartment? (Have some made if necessary)
- Make sure you have some small freezer bags (handy for screws, keys and other small items).
- Possibly tell the caretaker and your neighbours when you will be moving. Find out whether anyone else in the same building or street is moving at the same time. Coordinate with them if necessary.

1 week before the move

- Register/deregister in good time, reporting your change of address to the following organisations:
 - Municipal offices, resident's registration office (for receipt of documentation): take passports/identity cards with you!
 - Military police headquarters/head of section
 - Civil Defence Office
 - Tell your employer your new address
 - Schools/playgroup
 - Doctor/dentist
 - Banks
 - Health insurance company
 - Clubs/courses administrators
 - Pension fund (only for self-employed)
 - Newspapers and magazines, subscriptions
 - All insurance policies
 - All regular deliveries such as milk, bakery, eggs, etc.
 - Cancel any orders for which you pay monthly and pay any outstanding charge (provided they are no longer required, e.g. petrol stations, drink delivery).
- Remove any pictures, posters and stickers. Fill in holes for the screws and nails (you can find suitable materials for doing this at a hardware or DIY store).
- Make any necessary repairs or improvements (e.g. damaged straps on blinds, faulty shower hoses or furred-up taps).
- Arrange a date and time with the new tenant for when they can move in.
- Report any possible delays to the removal company.
- Take down and pack everything that will not be used again.
- Label clearly any packages containing liquids! (Any hazardous, caustic or flammable liquids must be transported separately.)
- Plan your meals in your old home so that the fridge is empty on the day of the move, and you use as little crockery as possible.

1 to 2 days before the move

- Cool down any remaining food in the freezer to maximum for the last 24 hours before the move (switch on quick freeze function). If the freezer is still too full, part of the contents must be transported separately (wrapped in paper and blankets).
- Label boxes containing things you will need immediately (tools, lamps, torch, towels, toiletries and medicines) and keep them separate. These boxes should be loaded last, so that they are available first. Pack cleaning materials separately too.
- Prepare a package of utensils for removal day, including crockery, cutlery, glasses, tin-opener, corkscrew, serviettes or kitchen paper.
- Prepare the important and valuable things that you will transport yourself (jewellery, money, weapons and important personal documents).
- Pack any plants and flowers – protected from the cold in winter. Don't water flowers until after the move.
- Think about looking after the removal team. Prepare drinks for the removal men and your helpers.
- Keep the staircase and corridors in the apartment clear. Possibly cover the floors to protect them. Important: the covers must lie flat and not slip about, plastic sheeting or paper are not suitable.
- Make sure you have enough cash for any costs that may arise on removal day.
- Is the telephone installed in your new home?
- Finish packing the night before the move.
- Any tradesmen you have requested: are they all coming on the agreed date? It's worth checking!
- Is the removal team organised?
- Label boxes carefully (room and contents)!
- Put up a sign reserving the parking space for the removal van.
- There needs to be a free parking space at the new location. Can the caretaker arrange that for you?
- Take your pets to be looked after. Don't forget their food!
- Book the lift (in the old and new apartments)! Request the lift key from the caretaker if necessary.
- Prepare your furniture for the move: seal empty wardrobes and chests of drawers closed with masking tape. Take the keys out of drawers and preferably put them in small, labelled plastic bags. Similarly screws and other small components of the furniture. (Small freezer bags are ideal for this, because you can seal them and label them.)

Removal day

In your old home on removal day

- Is there a free parking space for the removal van? Does any snow need to be cleared?
- Is the access route from the parking space to the front door clear? In winter, clear snow and ice. Don't spread salt, as it can damage floors and carpets.
- Take the boss of the removal men to look over the whole apartment and other rooms. He needs to have an overview, so that he can deploy his men and plan how to stack things in the van. Especially, tell him about any fragile or sensitive items. Point out any existing damages to rooms, corridors or the staircase, so that this cannot be blamed on your removal men.
- Have the tradesmen come?
- If you are using large bin bags for carrying things (bedding, pillows, etc.) make sure that the bags do not accidentally get thrown out.
- Load last the things that will be required first in the new apartment. Have these things been kept separate?
- Remove name-plates (apartment door, front door and letter-box). Empty the letter box.
- Is the telephone in your old home disconnected?
- If a removal company is handling your move: report any damage immediately and have it confirmed in writing.
- Keep any invoices and receipts connected with the move, some of them may be tax-deductible.
- Do a tour of inspection after everything has been cleared out: make sure nothing has been left. Cellar? Attic? Storage rooms and garage? Garden tools?
- Read the electricity meter and enter the reading here:
- Read the gas meter and enter the reading here:
- Read the water meter and enter the reading here:
- Handover of the apartment: Once you have handed over the keys, you no longer have any right of access. It is essential to complete a handover report! Have it signed by the landlord or his representative. Asked for a signed copy. It is best if you can have a witness with you when you hand over the keys.
- Hand over all the keys. Note in the handover report that they have been returned.
- Ask for your deposit back. If any deductions are to be made, the landlord must settle up with you within thirty days.
- Talk to the landlord about payment for heating costs.
- Have you returned anything you borrowed from the neighbours?

In your new home on removal day

- Fill in a handover report: Before you move in, it is essential that you fill in a handover report with your new landlord or their representative. This must be done in daylight. This could save you a lot of trouble later. The report must be signed by both parties. Point out any existing damage on the staircase, so that this cannot be blamed on your removal men.
- Order any extra keys from the owner of the building.
- Pin up a room plan in the entrance hall, so that your helpers can see where the boxes and furniture have to go.
- Has the telephone been connected?
- Read the electricity meter and enter the reading here: _____
- Read the gas meter and enter the reading here: _____
- Read the heating meter and enter the reading here: _____

- Read the water meter and enter the reading here: (only for a detached family home)
- Test the doorbell
- Fit your name-plates (front door, apartment door and letter box).
- Connect lamps (electrician?), so that you can have light in the rooms and corridors in the evening.
- Hang up curtains to make the apartment more homely even on the first evening.
- Make the beds.
- Unpack your toiletries.
- Possibly offer a tip to the removal team.
- There's still a lot to do - but who says it all has to be done on the first evening?

Relax, you deserve it!

From the second day in your new home

- Report to the municipal offices. Hand in your papers. Bring all your identity cards and passports with you to have the address changed.
- Report to the military police within eight days, at the district or area office at the municipal offices. Bring your record of service book. Fill in the registration card for the commandant and hand it in.
- Report to the Civil Defence Office for the municipality.
- Route to the playgroup/school: If you have small children, go with them to playgroup or school for the first few times and point out to them any specific hazards along the route.
- Have the address changed on your vehicle license (within 10 days).
- Make photocopies of all your identity papers, then it will be much easier for you in one of them gets lost.
- Report your new address to your insurance companies: Does your insurance cover meet your current needs?
- New bank details. Open a new account if necessary. Tell your employer the new account for payment of your salary.
- Sign up with an electricity company.
- Sign up with a gas company.
- Unpack your crockery carefully. Experience has shown that this is often when damage occurs.
- Damage in your old home: Sort out with the insurance company how much of any damage that has been claimed is covered by liability insurance.
- Get some spare light bulbs for your new home
- Spare fuses: mostly 10 and 15 Amp. There is no need to have spares for automatic fuses.
- Check your first-aid kit: replace any out-of-date medicines and top up the contents.
- Meet your new neighbours: Go and introduce yourself on the first or second day.