



Paper chaos during your move?



Get it sorted, simply with Swiss Post.

Extract from the debt collection register, rental guarantee, change of address & more – handle it all easily in one place.

Checklist

Moving house means countless tasks and the feeling that you have to do everything at the same time. What comes next? Have I thought of everything or have I forgotten something important? Our checklist can help you to organize your move. It shows you which steps to take and when – from finding a flat to settling into your new home.

1 Find and apply for a new home (3 - 6 months before moving day)

- Set requirements and wishes (location, size, budget, surroundings, public transport connections, municipal and cantonal tax rates)
- Search for and view suitable properties on real estate portals
- Order **debt collection extract**
- Obtain provisional rental guarantee certificate
- Compile and submit application documents
- Check and sign the rental agreement
- Take out a **rental guarantee** without bank deposit
- Terminate the rental agreement on time and by registered mail
- Search for new tenant if cancelled outside of the agreed term

2 Plan move (3 months - 2 days before moving day)

- Agree on moving-in date, handover of keys and renovations
- Report your moving day to your employer
- Set a date for handing over your flat
- Deregister with the old municipality and register with the new municipality – the easiest way is via eMoving
- Deregister children from school, daycare and playgroup
- Change address with bank, insurance company and **health insurer**
- Set up a change of address and a **forwarding order** with Swiss Post
- Inform utilities (electricity, water, gas, Internet, TV, telephone)
- Inform family and friends of your new address
- Obtain a quote for moving and hire a removals company
- Alternatively: organize your own relocation assistance and reserve a van
- Order a cleaning company or plan your own cleaning
- Create a furnishings plan and order new furniture if necessary
- Declutter your home, dispose or sell unneeded things
- Carry out minor repairs (or have them carried out by someone else)
- Count all keys (flat, basement, attic, etc.)
- Get moving boxes and packaging material

- Put together toolbox
- Dismantle furniture
- Package and label household contents securely
- Prepare plants for transport
- Check household insurance and adjust if necessary
- Open or change your **household account**
- Compare or apply for a **personal loan** if major purchases are necessary

Don't forget: make arrangements for childcare and/or pets on the day of the move!

3 Moving house (+/- 2 days of the moving day)

- Receive the keys for your new home and complete the inventory of fixtures
- Reserve a parking space or access for your move
- Read metres and record the readings (old and new)
- Provide food and drink for helpers
- Have cleaning materials, trolleys, tensioning sets, gloves, emergency kits, etc. ready
- Load furniture and moving boxes securely
- Clean the flat thoroughly (or have it cleaned)
- Seal dowel holes
- Report claims to the insurance company
- Hand over flat with inventory of fixtures

4 Arrive and settle in (after the day of the move)

- Create a list of defects and submit it by registered mail
- Furnish your home
- Affix name tags (letter box, door)
- Get to know your neighbours
- Discover and enjoy your new surroundings



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