

On your marks, get set... pack!

Your moving checklist – so everything goes smoothly.

Three months before your move

Task	Tip
Review and sign your lease	Check all the agreements to make sure they're correct. Your tenants' association will have tips.
Terminate your old lease in good time	Your possible termination dates are detailed in your lease. The effective date is the date when your notice is received by your landlord.
Get quotes for the move and cleaning	Ask a range of providers.
If you're organising the move yourself, book a removal van in good time	Check the mileage, additional costs, insurance and parking options that are included.
Measure up your new home	Contact the previous tenant. You'll need the dimensions to sort out your furnishings.
Order new furniture	Have the furniture delivered straight to your new address so you don't have to move it.
Create a layout plan	There are various free interior design apps available.
Do you have children? Tell their old and new schools about the move	Get your children excited about their new home.

One month before your move

Task	Tip
Organise packing materials	Buy boxes and packaging at the DIY store.
Sell any old but usable furniture	ricardo.ch and tutti.ch are perfect platforms for this.
Declutter and dispose of unwanted items	Try using the Marie Kondo method, for example.
Switch your internet	Tell your provider your moving date and new address. Get quotes and check the connections at your new home.
Tell your employer your moving date	Your employer will give you time off to move house. How much time you get off depends on the company: check your HR regulations.
Organising your own move: ask friends to help carry furniture	Reward your friends with good food.

Task	Tip
Identify damage and make repairs to your current property.	The lease sets out the tenant's rights and obligations. Your liability insurance will also cover some of the costs. Contact your advisor.
Change your standing order	With online banking, you can access your finances and transfers at any time.
Got all your keys?	If any are missing, report this ahead of time.
If you're moving in with someone, combine your insurance policies	Are you moving in with someone else? Don't forget to amend your household contents/liability insurance.

Two weeks before your move

Task	Tip
Start packing	Follow a system: heavy things on the bottom, no more than 25 kg per box, pack by category or room.
Label or number boxes	Give the rooms in your new home the same numbering so helpers immediately know what goes where.
Have any holes in the walls appropriately filled	
Coordinate the handover with your property management	Coordinate the handover in advance and leave yourself sufficient time for cleaning.
Arrange a date and time for the key handover	Have the meeting confirmed in writing.
Tell your neighbours and the caretaker	If you need to use the lift or a parking space, your neighbours will be more understanding if they're in the loop.
Reserve a parking space for your removal van	Obtain permits for no-parking/no-driving zones from the local, city or cantonal police.
Empty your freezer	Invite your friends to an 'everything-must-go' dinner.

Task
Tip

Report the change of address:

Employer

Clubs

Bank and credit card company

(Postal) redirection order

TV, mobile phone, landline and internet providers

School and kindergarten

Doctor, dentist

Health insurer

Household contents insurer

Car insurer

Other insurers

Military

Driver and vehicle licensing agency

OASI compensation office (for pensioners)

Serafe

Newspaper subscriptions

Electricity and gas

Friends and family

Lots of places let you change your address online. If not, you can send them an email. Feel free to use this template:

Hello,

I'd like to let you know about our move. We will be resident at the following address as of xx/xx/xxxx:

xxxx

xxxx

xxxx

I'd appreciate it if you could make the necessary adjustments to our details.

Kind regards,

Your name and previous address

One to two days before your move

Task	Tip
Disassemble furniture	Ask a couple of helpers for assistance in advance.
Securely pack up furniture for transport	Use masking tape to stick drawers and doors closed and protect delicate areas. Photograph important items so you have 'before' photos for your insurer if they get damaged.
Stop watering your plants	They weigh more if you've watered them recently. It's a good idea to take your plants to your new home in your car before you move the rest of your things.
Organise care for children and pets	Friends or nurseries/pet hotels would be happy to look after your little darlings so you can have a pleasant, stress-free day.
Label the rooms in your new home following the tip above	Give your helpers a numbered floor plan.
Property handover	Pay close attention to the handover report. If you discover any issues later on, you've got 14 days to notify your property management.
Put bin bags and toilet roll in your new home	Even helpers need to nip to the toilet sometimes. Put a can of air freshener in there, too, to help them feel comfortable.
Protect your floors	Non-slip coverings help them stay clean, especially if it's raining.
Pack up the rest of your things	Spend two days living with the bare minimum so nothing else has to be unpacked.
Organise food and drink for your helpers	Re-energise them – and put a smile on their faces – during the move with drinks and food.

Moving day

Task	Tip
Collect the food for your helpers	Put your fridge in your new home before the big day so you can store everything in it.
Divide up your helpers efficiently	Let your strongest friends handle the furniture and have the others carry smaller objects. Assign them each to a particular room. Someone also needs to be in charge of the removal van.
Secure your furniture and mark fragile items	Use lashing straps to make sure your furniture is secure in the removal van.
Remove your name from your letterbox and doorbell	Your caretaker will be happy to help.
Take tools with you in your car	That way, everything will be to hand both in your old home and your new one.
Final checks	Check the cellar, attic, garden and inside the property to make sure nothing's been left behind.
Brief your helpers at your new home	Show your helpers your new home and tell them which room is which.
Add your name to your new letterbox/doorbell	To ensure your post keeps being delivered without a hitch.

After the move

Task	Tip
Clean your old home or hire a cleaning company	Cleaning your home yourself? See our separate checklist with cleaning tips.
Property handover	Check your handover report and tell property management about any issues. Take cleaning equipment with you to the handover in case anything needs an extra clean. Hand back all the keys.
Set up your home/unpack	Unpack your kitchen and bathroom first so you've got the crucial things to hand.
Report damage to your moving company or insurers within three days	If you've got 'before' and 'after' photos, the cost should be covered.
Report issues with your new home to property management within 14 days	Notify them of any issues not detailed in the handover report within this period.
Organise a meal for your helpers	Surprise your helpers with a housewarming party.
Introduce yourself to your neighbours	Get the relationship off to a strong start!
De-register from your old town/communal council	De-register from your old local authority.
Register with your new town/communal council	Register your move with your new residents' registration office.

We hope your move is a stress-free experience! Livit.