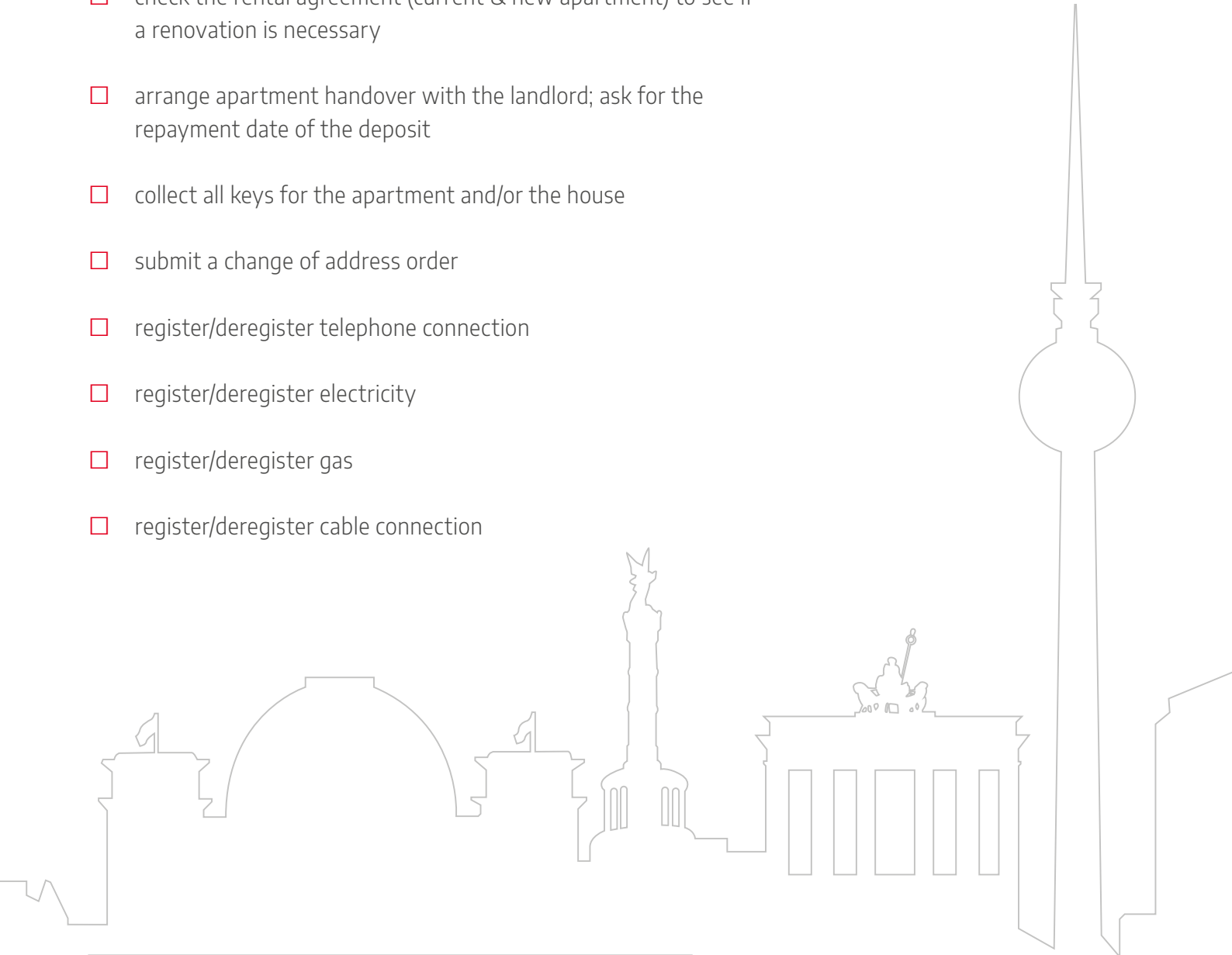




Prior to the relocation

- terminate the previous rental agreement
- schedule the moving date
- request for leave for the relocation if required
- hire a moving company if required
- ask friends and acquaintances for assistance
- check the rental agreement (current & new apartment) to see if a renovation is necessary
- arrange apartment handover with the landlord; ask for the repayment date of the deposit
- collect all keys for the apartment and/or the house
- submit a change of address order
- register/deregister telephone connection
- register/deregister electricity
- register/deregister gas
- register/deregister cable connection

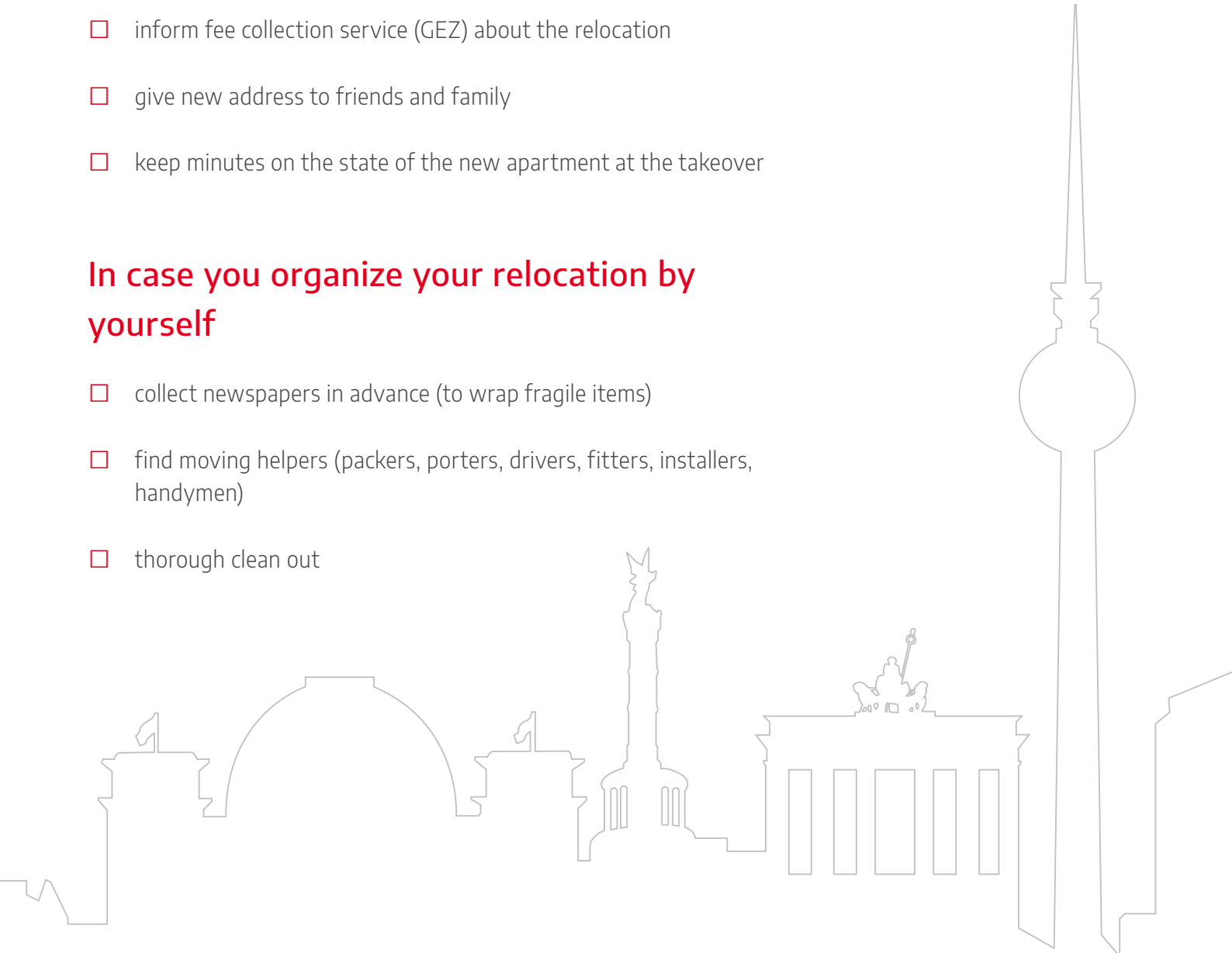




- reregister internet connection
- unsubscribe newspaper
- Registration office: register/deregister place of residence
- register/deregister kindergarten/school
- reregister car or two-wheeler
- insurances, bank, clubs, tax advisor, lawyer, tax authority, health insurance, cellphone provider
- inform fee collection service (GEZ) about the relocation
- give new address to friends and family
- keep minutes on the state of the new apartment at the takeover

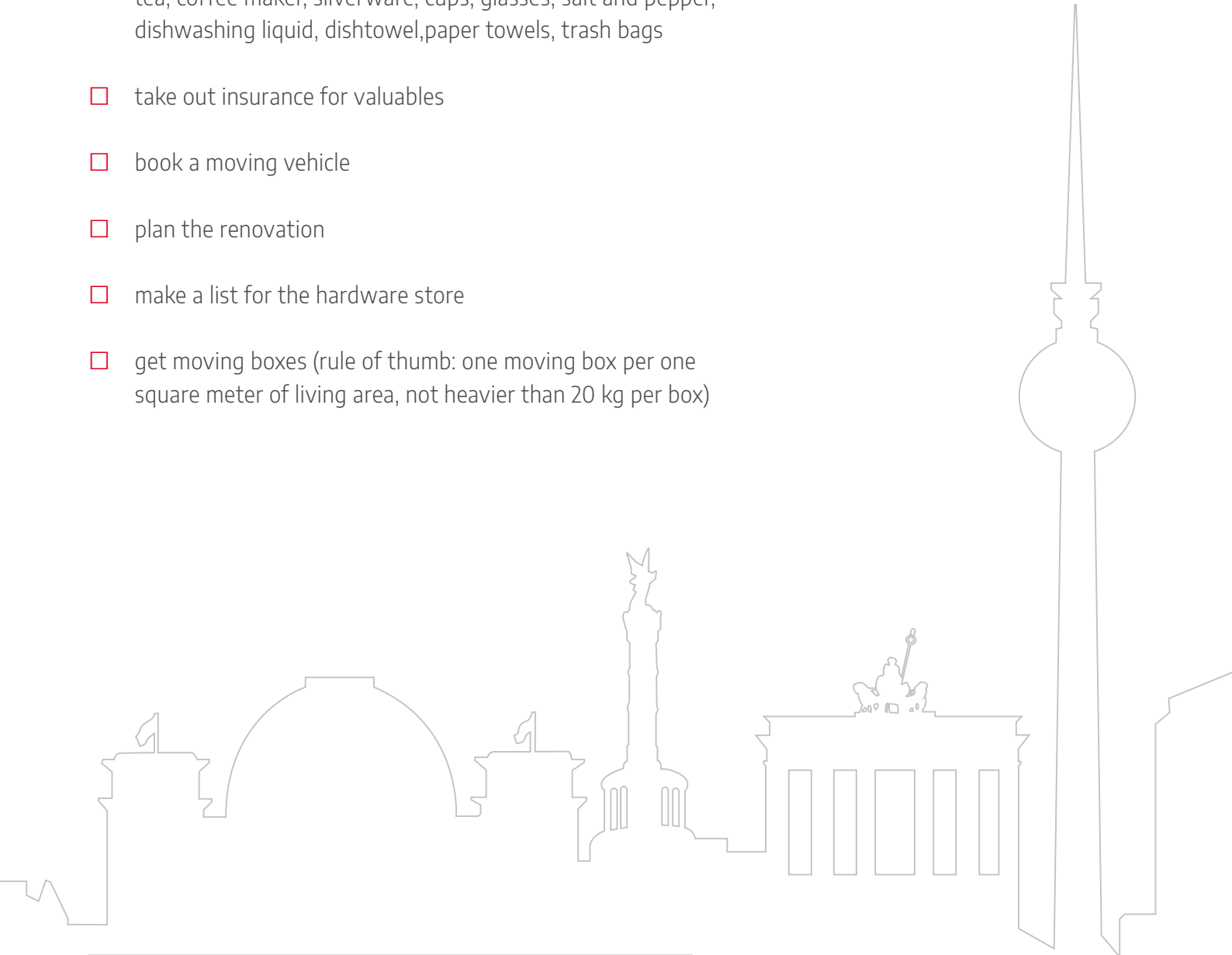
In case you organize your relocation by yourself

- collect newspapers in advance (to wrap fragile items)
- find moving helpers (packers, porters, drivers, fitters, installers, handymen)
- thorough clean out



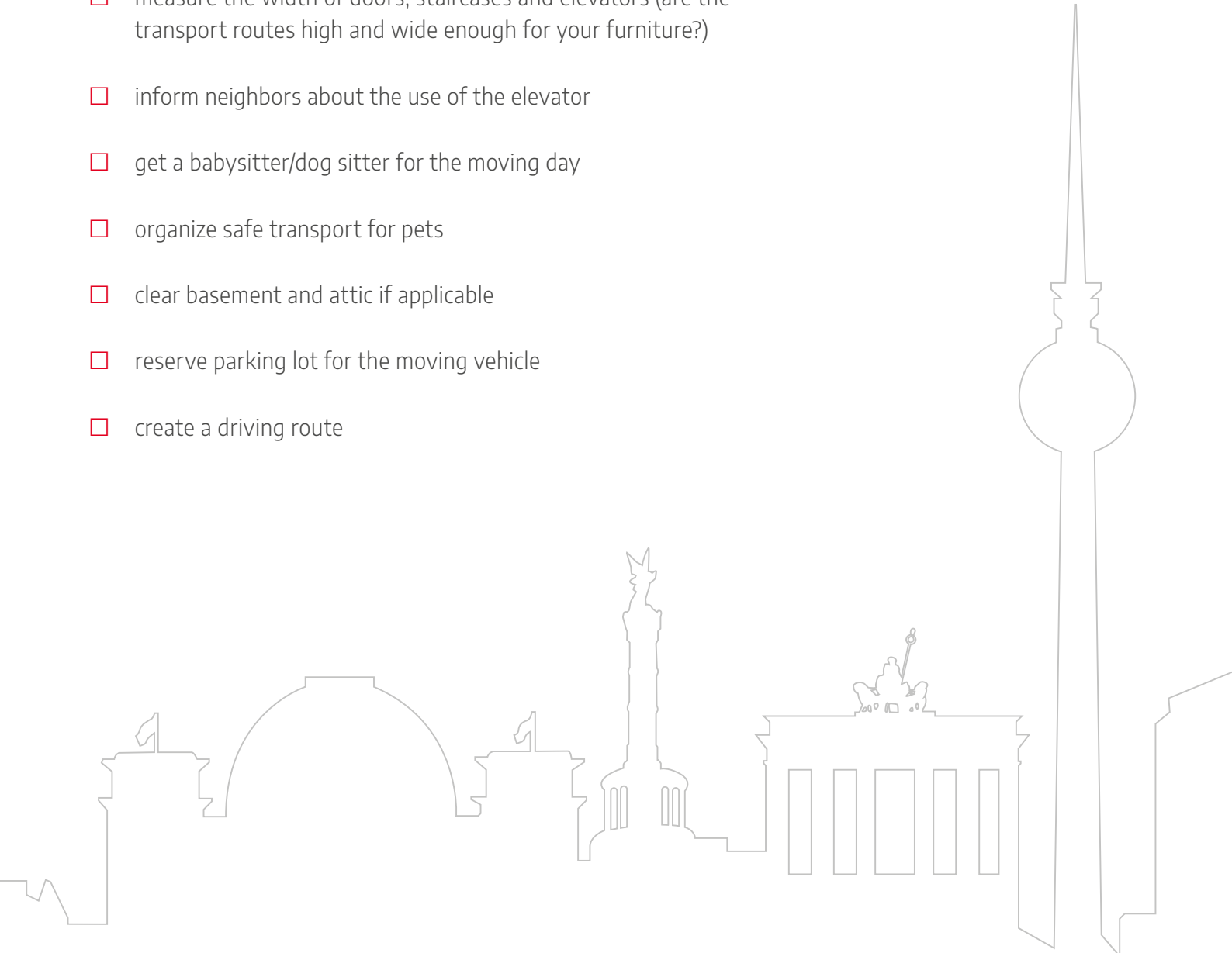


- pack up household goods and label boxes
- pack up valuables and documents separately
- pack up hand luggage with important items (IDs, documents, keys, cash, spare pair of glasses, address book, charging cable, bandage, toilet paper, cosmetics, flashlight, camera)
- pack up a moving box for the first night: bedding, shower gel, tooth brush, tooth paste, towels, soap, toilet paper
- pack up a moving box for the first morning: water boiler, coffee/tea, coffee maker, silverware, cups, glasses, salt and pepper, dishwashing liquid, dishtowel, paper towels, trash bags
- take out insurance for valuables
- book a moving vehicle
- plan the renovation
- make a list for the hardware store
- get moving boxes (rule of thumb: one moving box per one square meter of living area, not heavier than 20 kg per box)





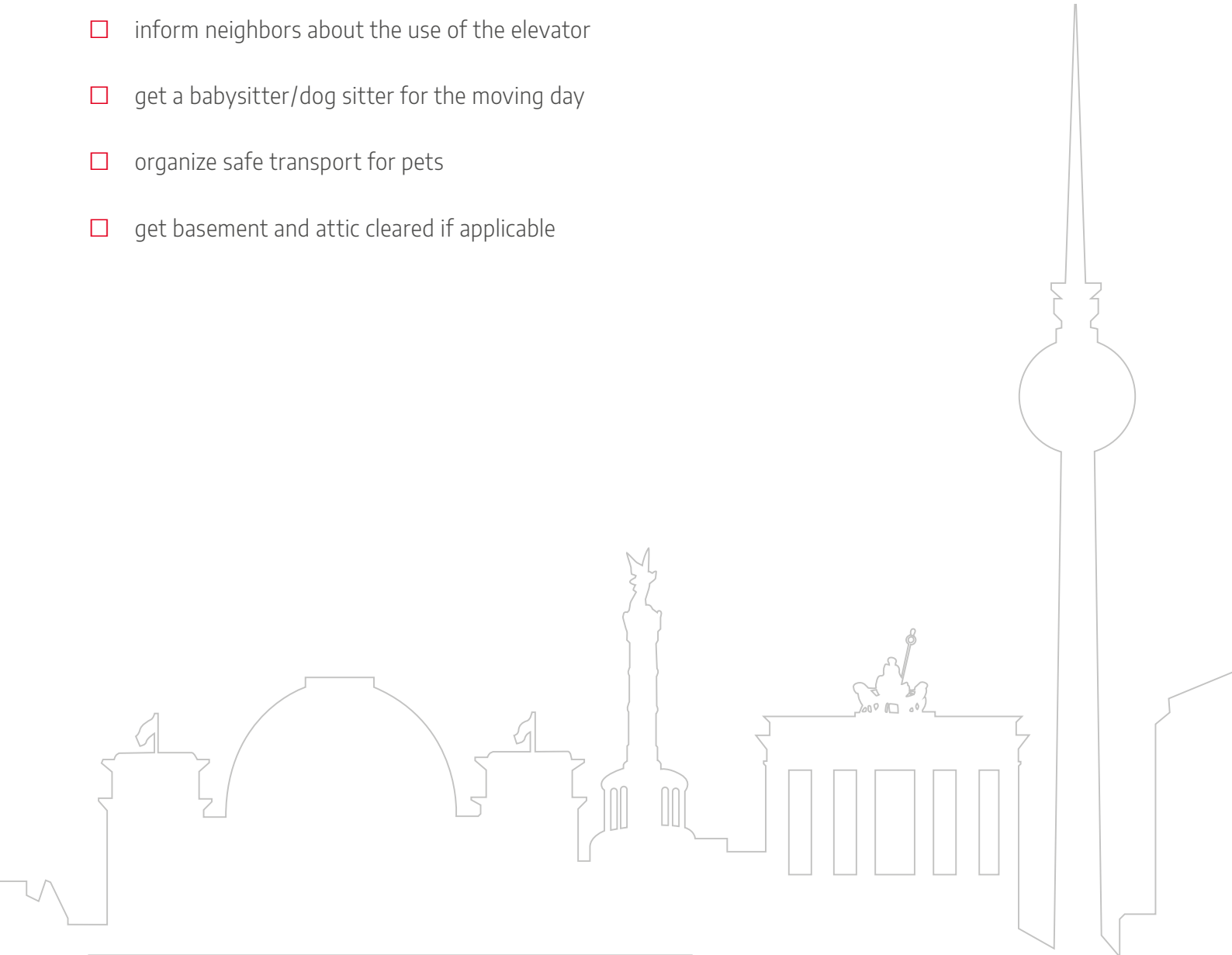
- get moving aids: packing material, tape, hand truck, work gloves, packaging covers, trash bags, corrugated cardboard, bubble wrap, detergent, towels, paper towels etc.
- make a furniture plan
- lend tools
- disassemble furniture
- order bulk waste disposal if necessary
- measure the width of doors, staircases and elevators (are the transport routes high and wide enough for your furniture?)
- inform neighbors about the use of the elevator
- get a babysitter/dog sitter for the moving day
- organize safe transport for pets
- clear basement and attic if applicable
- reserve parking lot for the moving vehicle
- create a driving route





In case you hire a moving company

- pack up hand luggage with important items (IDs, documents, keys, cash, spare pair of glasses, address book, charging cable, bandage, toilet paper, cosmetics, flashlight, camera)
- pack up a moving box for the first night: bedding, shower gel, tooth brush, tooth paste, towels, soap, toilet paper
- pack up a moving box for the first morning: water boiler, coffee/tea, coffee maker, silverware, cups, glasses, salt and pepper, dishwashing liquid, dishtowel, paper towels, trash bags
- inform neighbors about the use of the elevator
- get a babysitter/dog sitter for the moving day
- organize safe transport for pets
- get basement and attic cleared if applicable





On the moving day

- provide catering for the helpers
- remove nameplates from mailbox and doorbell and mount them in the new apartment
- read and note all relevant counters (electricity, gas) in old and new apartment
- clean the old apartment according to the tenancy agreement and hand it over to the landlord (incl. handover report)
- distribute furniture plan if applicable
- pick up moving vehicle and return it with full tank if applicable (record possible damages)
- save invoices for the next tax declaration

Welcome to your new apartment!
Last item: housewarming party.

