



Moving Guide

Moving house, especially when it's a move to another country, is a very complex undertaking with many details to remember. To help you get organised for your upcoming move, review the checklist below. Many of the items on it may not pertain to your specific move, but many will and this list might remind you of some To-Do's you hadn't considered!

Before the Move

- ▲ Cancel Rental Contract, effective end of month or as stipulated in contract. Contact your landlord to coordinate the removal date with a handover appointment at your old residence.
- ▲ Dispose of unwanted items to reduce the shipment size. Using the German 'Bulk Trash' (Sperrmüll) service available in most towns can help!
- ▲ Renovate, make repairs or paint the new home, if necessary. This is much easier to do before the furniture is in the way!
- ▲ Make a floor plan for new home. Show where you want the new furniture to be.
- ▲ Cancel and/or transfer services to your new address. These can include:
 - Electricity
 - Phones
 - Internet service provider
 - Cable TV service
 - Delivery/catalogue services
 - Newspapers and magazines
 - Car registration
 - Transfer or cancellation of German address registration
 - GEZ (German TV and Radio Tax)
 - Bank accounts
 - Health insurance
 - Other insurance policies
- ▲ Apply for "Removal Leave" from work. Most companies have a policy regarding leave during a move, and many provide a certain amount of paid leave for this purpose (especially if the move is because of a transfer). In many cases one day of Removal Leave is required by law!
- ▲ Purchase Transport Insurance from your moving company. For international moves, be sure to value items at their replacement cost at destination. (Tip: make a "valued inventory" in your computer to attach to your insurance policy. This will help enormously in the event you need to file a damage claim, and you can retain and update this for future moves.)
- ▲ Forward your address at the post office. In Germany, this is called a 'Nachsendeantrag'. For international moves, arrange mobile phone service in your destination country prior to arrival, so that family and friends (and your mover's local agent) can reach you. Notify anyone who may need it of the number, and the date your service will start. In case you experience a disruption of e-mail service during your transition, sign up for an e-mail account at one of the free, non-location specific providers and locate an internet café where you can access it.
- ▲ Reserve a new parking place near new residence, if needed. Cancel the rental of previous parking place.
- ▲ Consume or dispose of Food in the Freezer or Refrigerator. De-frost the unit before moving day, and leave the door open to air it out.
- ▲ Arrange the transport of any house pets with either your airline or through your moving company well in advance. Make sure your pets vaccinations and documentation is up to date. Remember that most countries have "windows" requiring certain vaccinations do be done "no sooner X than and no later than Y" before your pet's flight.



- ▲ Review your rental contract so that you know the extent of the move-out renovations that you are responsible for. Many rental agreements in Germany require the tenant to clean, paint, resurface wooden floors and make minor repairs before you can hand over the apartment. Otherwise, you may be surprised by a bill from your landlord for “renovations”.
- ▲ If you are packing all or part of the shipment yourself, start packing! Order cartons from the moving company well in advance. All of your packing should be done before the movers arrive to do their part of the job.
- ▲ Notify neighbours and landlord of the moving date. Giving your neighbours advance warning of the coming congestion caused by a big moving truck on their street can go a long way toward maintaining good neighbourly relations!
- ▲ Collect and set aside cleaning supplies, tools, and other items needed during and after the pack-up. If you can, put them in a closet or spare room, and label it “do not pack this room” (be sure that anything in the room that should be packed is removed)
- ▲ Pack a suitcase with “Survival Gear” for the transport period – a change of clothes, toiletries, a book, etc. Whatever will make you a bit more comfortable during transition.
- ▲ Arrange child care on moving day
- ▲ Arrange a place for pets to stay during pack up.
- ▲ Prepare houseplants, and water them well.
- ▲ Put your ‘Survival Gear’ case in the car, to avoid it’s being accidentally loaded on the truck.
- ▲ Pickup some refreshments for those helping you.
- ▲ Distribute the floor plan of the new home to the movers / helpers.
- ▲ After the truck has left, clean up the old home, patch nail and screw holes with spackle, prepare for handing the property over to the landlord.
- ▲ Complete a “handover checklist” together with your landlord (or their representative). This should include recording the utilities usage on the gas/ electric/water meters, etc. Recording the condition of the house, and the handover of all keys. When this is complete, both you and the landlord should sign it, and any additional repairs or renovations which you have agreed to perform should be clearly described in detail.
- ▲ Empty the Mailbox!

After the move

- ▲ Collect all receipts for tax purposes and / or reimbursement from your employer
- ▲ Collect any rental deposit you may be due from previous landlord
- ▲ Read the meters in your new residence to check against the first invoices.
- ▲ Show your children around the new neighbourhood, where police, fire stations and other safe zones are where they can get help if in trouble, and show them the safest route to their new school.
- ▲ Party time! Be sure to invite your movers!
- ▲ Cover /Protect floors and doorways with cardboard, moving blankets, etc. (depending on your arrangements with the movers, they may do this for you).

On Moving Day