



14 days to go...

Start sorting out the things that you will need for the time of the move and keep them in a fixed place. These things should also include the spare keys for the new flat/house and the car as well as any important documents.

Items you are currently not using or that you only need on rare occasions can already be packed. Please refer to our PACKING TIPS before you start packing any items. You can purchase or rent suitable packing material from your removal expert.

Contact your utility companies to make appointments for the different meters that are to be read – water, power, gas, district heating (as applicable).

Arrange for your mail to be re-directed to your new address at your local post office and cancel any post office boxes (if any).

Even if you are already mainly occupied with your new home – here is some advice concerning your rights and duties that will remain in force after the end of your old tenancy.

After the proper hand-over of your old flat/house, your tenancy is generally terminated. However, there are still some duties you have to fulfil and rights you may exercise. The final account of the service charges and heating costs or a deposit that is still to be paid back are typical examples. Arrange for these things with the parties involved in due time.

Your old home will soon be completely empty and will require thorough cleaning. One of the slightly annoying side effects of a move... You would certainly prefer to take care of your new home instead of eliminating the traces of your presence in your old home. It is often not clear how thoroughly the object is to be cleaned and which aspects are the most important ones for cleaning. If the tenancy agreement does not contain any other provisions, the flat/house must be handed over in "swept clean" condition, i.e. in a clean and tidy condition, but not redecorated. Check your tenancy agreement to be sure.

Make appointments for the handover of the old and new flat/house in time. Do you still have the last handover protocol? Verify which damages were recorded when you moved in and prepare a list of minor repairs that you still have to carry out. Schedule the time you will need to do this.

During the handover of the flat/house, all visible damages should be recorded in a record of damages. Take care to make a full record and to also include the smaller issues as stains on carpets or walls, missing keys, cracks in ceramic tiles, or worn-out door frames. You can be held liable for any damages that were not included in the record of damages even after you moved out of the flat or house.

Introduce yourself to your new neighbours. You would also want to know who is going to live in your neighbourhood in the near future. Use this occasion to briefly inform your new neighbours about the date of your move and make clear that you will keep unavoidable disturbances on a minimum level. This will avoid potential difficulties and, at the same time, lay the foundations for good relations with the people living next door. Invite your new neighbours to a glass of champagne in your new home to "compensate" them for blocked staircases, noise and similar inconveniences. A "get-to-know-each-other" afternoon tea after you have moved in will also make a positive impression.

Take your children with you to make contacts to other children in the neighbourhood as easy as possible for them.



Check Liste :

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- Start sorting out the things that you will need for the time of the move and keep them in a fixed place.
- Items you are currently not using can already be packed.
- Make appointments for the different meters that are to be read.
- Arrange for your mail to be re-directed to your new address.
- Check appointments for the handover of the old and new flat/house. Take out your last handover protocol.
- Plan the cleaning of the old flat/house; check the corresponding provisions in your tenancy agreement.
- Carry out minor repairs.
- Prepare the handover protocol for the flat/house.
- Introduce yourself to your new neighbours.
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