

Your move checklist

This checklist helps you prepare, plan, and organize your relocation. The goal is to ensure that your move is as smooth as possible, fast and worth the money.



In the following, we have put together a few valuable tips and tricks, made of our own experiences, for you and your upcoming relocation project. We hope that this service will make your move stress-free and even easier.

The list is also suitable as a guide for your self-organized moves.

First steps of relocation planning. (Prepare as early as possible)

- Visit the new apartment, clarify open questions with the landlord ✓
- Terminate the rental agreement of the old apartment ✓
(Note any deadlines)
- Sign the rental agreement of the new apartment ✓
- Search for future tenants (if required) ✓
- **Set the desired moving date** ✓
- Get the keys of the new apartment ✓
- Survey the apartment to plan new facilities ✓
(Where are radiators, sockets and other installations?)
- Order new furniture (if intended) ✓
- **Contact the Citymovers with your relocation request** ✓
- **Set an appointment to view** ✓
- **Check your personal Citymovers moving proposal** ✓
- **Set the moving date** (if intended, take a few days off) ✓
- Plan renovation work in the old apartment (if necessary) ✓
- Give away, sell and dispose things you don't need anymore ✓
- Ask the post-office for forwarding your mail ✓
- Re-register your telephone ✓
(Check whether you can save some money by changing the provider)
- Log off school/kindergarten at the old place of residence ✓
- Register your children in a new school/kindergarten ✓

2-3 weeks before the move

- Arrange the apartment handover day to check the counts together with the landlord ✓
- Request the no-parking zones for the moving date ✓
(Let the Citymovers manage that for you)
- Confirm any appointment set up so far (craftsman services, ...) ✓
- Look for a babysitter, taking care of the children at the moving date ✓
- Start packing items, you do no longer require ✓
- **Get tools, utilities and packaging material** ✓
(You can purchase or rent them from Citymovers directly)
- Inform your friends, neighbours, insurances, and the bank about your move and new address ✓
- Document damages in the new apartment (photo)

1 week before the move

- **Pack boxes.** (Spare things you still need before the moving date) ✓
(Un-/packing boxes is an additional service of the Citymovers)
- **Label moving boxes** ✓
- Register at the residents' registration office ✓
- Get food for the moving day ✓
- Keep passport, driving licence and all important documents separate ✓
(Don't put your valuables in boxes)
- Host a farewell party ✓

The moving day

- Check and document pre-existing damages in the stairway ✓
- Return old apartment to the landlord ✓
(Keep handover certificate)
- Keep passport, driving licence and all important documents separate ✓
(Don't put your valuables in boxes)
- Provide food and drinks to your moving team ✓