

You've already found your new offices – now you just need to move in. This is particularly exhausting work. Good organisation doesn't make the move a pleasure, but it can make it significantly easier. Moving house begins weeks before the actual moving day. The following schedule shows you what actions you should take, and when.

8–4 weeks before moving day

- Hire a removal firm
- Organise any helpers
- Ask for leave on your moving day
- Dispose of items that are no longer needed
- Arrange cleaning of the old apartment
- Withdraw children from current schools and enrol them in the new schools

1st TIP
Declutter and discard liberally.

4–3 weeks before moving day

Inform the following about the forthcoming move:

- Doctor/Dentist
- Employer
- Bank
- Resident's Registration Office (produce residence confirmation)
- Electricity company
- Gas company
- Home deliveries (milk, drinks, etc.)
- Post office (redirection)
- School/Kindergarten
- Tax office
- Associations
- Insurance and health insurance companies
- Family and friends
- Water company
- Magazines / newspaper subscriptions, etc.
- Reduce food supplies
- Measure the rooms in the new location
- Prepare a furniture plan
- Organise care for small children and pets during the move
- Change letterhead, stamps and business cards

2nd TIP
Communicate new address by post.

3–2 weeks before moving day

- Organise the move
- Carry out initial maintenance
- Buy packaging materials
- Pack items that are no longer needed
- Organise disconnect and connect of telephone

One week to 3 days before the moving day

- Book a parking place for the removal van (the fee has to be paid at the local police station)
- Reduce any food supplies to the absolute minimum
- Pack most of the house contents

The day before

- Empty and defrost refrigerator
- Empty freezer and prepare it for transport
- Take children and pets to care
- Prepare the resources needed for moving day
- Roll up and tie carpets; take down and pack curtains

The big day

At the old location:

- Pack any remaining goods to be moved
- Remove light bulbs
- Discuss the moving process with the removal team
- Disassemble remaining furniture
- Tidy apartment
- Clean up yourself or arrange cleaning
- Prepare handover report
- Give back the keys, claim deposit reimbursement

At the new location:

- Prepare takeover report
- Ensure good lighting
- Reconnect the freezer
- Initial storage of items in the designated rooms
- Water the plants
- Label letterbox and doorbell
- Put up shelves and cupboards
- Furnish the apartment

3rd TIP
Prepare possible food /
drinks for the removal
team.

4th TIP
Go out for dinner and
enjoy it.