



# RELOCATION CHECKLIST

## Dear customers!

The following will provide useful information and tips for preparing, processing and organising your move.

### BEFORE:

- Arrange an appointment with your relocation advisor
- Apply for relocation leave
- Terminate any rental contracts in good time
- Arrange any necessary renovation work (book workmen)
- Clarify the takeover of equipment with the new tenant
- Check the cellar/ground
- Create new equipment plans

### FINAL PREPARATIONS:

- Give the new address to any service providers
- Arrange childcare for relocation day
- Get operator keys
- Ensure that entrances are open
- Arrange transport safety measures for washing machines

### OLD RESIDENCE:

- Perform any final cleaning tasks
- Remove old name plates
- Read meters (gas, electricity, heating)
- Empty post-boxes
- Do a walk-around with the new tenant
- Transfer the \_ in accordance with protocols

### NEW RESIDENCE:

- Change the locks in the new residence
- Put up name plates on the door and post-box
- Take note of the meter reading

### AUTHORITIES AND FORMALITIES:

- Change nurseries/schools
- Have mail diverted
- Terminate and re-register phones
- Change radio/television providers (notify Telekabel)
- Register at the appropriate police department and local authority
- Change the address on your vehicle registration papers
- Inform the appropriate pension insurance institution
- Inform the finance department
- Inform the church contribution authority
- Inform the bank
- Inform energy supply companies (electricity, gas, heating)
- Change your (household) insurance
- Re-register for newspaper and subscription delivery