

HOW TO GET READY FOR YOUR MOVE

2 MONTHS BEFORE

- Terminate lease according to the set time frame and procedure
- Request a quote from **SecurStorage** and several other quotes to store your belongings
- Obtain packing material (moving store - **SecurStorage**)
- Request quotes from cleaning services (if necessary)
- Inform the former and new education authorities
- Take a vacation day for your moving day (you have the right to one paid day off from work)
- Take the measurements you need for your new home (curtains, rugs, etc.)
- Identify damages and carry out repairs in the residence and obtain household contents insurance or liability insurance
- Make a moving plan for your furniture (so that the heavy furniture can be placed at the desired location)
- You may want to request help for moving day, if you are not hiring movers
- Order new furniture (have it delivered directly to your box at **SecurStorage**)
- Donate or sell your furniture (that you are not planning to bring with you)

2 WEEKS BEFORE

- Go to **SecurStorage** to sign your box rental contract

Change your address:

- Employer
- Post office/Bank (credit cards)
- School and day care administration
- Doctor, dentist, health insurance
- Insurance, residents' office, tax authorities
- Regional office (for citizens liable to conscription for military service)
- Road traffic office, cantonal passport office

- Cancel TV and phone service and get new subscriptions
- Annuities = AVS – Compensation fund
- Service providers (subscription services, beverage delivery, etc.)
- Friends, acquaintances, and associations
- Electricity and gas
- Publishers, newspapers, magazines
- And don't forget **SecurStorage**

1 WEEK BEFORE

- Agree upon move-out details with the landlord and cleaning service, and set an appointment to return the keys.
- Register your mailbox and doorbell
- Inform doorman and neighbours
- Inform electric/gas/water companies (so meters are read on moving day)
- Be sure you have enough cleaning products if you are cleaning the residence yourself
- Protect the floors of the old and new residents (protective cloth available from **SecurStorage**)
- Final check (is it all there?)
- Finish small repairs (required of renters, ex. repairing with spackle)
- Reserve / vacate parking spaces and access zones

1-2 DAYS BEFORE

- Defrost the refrigerator
- Set the freezer to maximum power (quick freeze button)
- Take down curtains, roll up/tie rugs
- Board pets
- Organise care/lodging for small children
- Emergency box containing all your essential accessories (light bulbs, toilet paper, fuses, towel, soap, Band-Aids, tools, tape dispenser, string, pocket knife, extension cord)
- Stop watering plants
- Disassemble furniture (when this task has not been entrusted to the moving company)
- Re-check boxes (labelled / closed)
- Move fragile objects beforehand, or package in bubble wrap (available at **SecurStorage's** store for moving equipment)
- Return apartment keys (detailed inspection)