

Check List

Relocation

Move house or apartment is tiring. The following list aims to facilitate the removal operations

Three months before relocation

-Cancel the old lease within the stipulated deadline but only after having stipulated the new one. If necessary, schedule the time to find a successor

-Inform in due time the administration and the liability insurance about any damage of the apartment

-Speak about purchasing and sale of the all existing decorative objects with all parties involved and the administration, then put in writing a liability agreement

-Ask for consulting to any moving company . Invite them to confirm in writing the exact date of the appointment. Alternatively , personally undertake the removal or with the aid of persons appointed to this purpose.

-Book a suitable vehicle for the operation (if the move occurs during rush hour, be sure to make a reservation in advance)

-Get hold of packaging material . Many moving companies offer boxes and used crates for hire and at a reasonable prices.

Relying on a cleaning company .. if you arrange it personally, ask for help to anyone suitable for the task.

-Waste management : Vacate apartment , basement , attic and garden and organize everything for transportation . Tide up the garden , if required . Pack already what you are not going to use in the next three months (eg ski equipment in the basement etc.).

-school and nursery schools responsible for children care must be informed on the relocation program, discuss any problems during the transition and any issue arising from the child passage from the old to the new school

-Demand a floor plan of the new apartment in order to display the placement of large pieces of furniture accordingly . This planimetry will be definitely important on the moving day

Four weeks before the relocation

From this moment on, do not hose indoor plants of great dimensions.

Send notice about the change of address to friends and acquaintances, but most importantly to the following recipients :

Bank and post office

Telephone companies and other service providers

Municipal authorities

Electricity, gas and water companies

Nursery school, preschool , school , employers

Health insurance and military one, civil defense and fire brigade

Subscription services (magazines and newspapers , support centers)

Delivery services

Billag for reception fees

Compensation fund (self-employed and pensioners)

Two weeks before relocation

-Notify inhabitants supervising office (pay attention to the dead-line notice)

-Modify identification documents

-Perform a forwarding order at the post office of competence

-Modify the data on the vehicle documents at the office of the circulation

-Modify data in booklets and payment orders invoice

-Gradually deplete stocks in the freezer and in the basement. Replenish supplies in the new house

-Order new furniture items and deliver them to the new address. Acknowledge in writing the order and estimated delivery time

-Make minor repairs in the old apartment ,which must be mandatory as tenant

-Pack temporarily unnecessary objects such as books , CDs , binders , spare bedding , clothes , wine stocks and label the packages clearly according to content and destination place (living room, bedroom ext.)

-Inform neighbors and caretaker. Make sure you have access to the elevator on the moving day. Pre-book a suitable parking space in front of the old house and the new one as well, or call police to reserve the place if it is on public land.

-Thrash bottles and empty cans

One week before relocation

-Do not water plants, even those of small dimensions

-Discuss with the owner the details of the handover . Prepare all necessary documents and remember to bring the keys of the new place

-Prearrange the last meals before relocation starts in order to be able to empty the pantry and the refrigerator

-Wrap everything. Mark fragile items . Remember not to forget hidden or hard-to-find objects, as those in the oven trays etc .

-Remove all furniture except beds and kitchen table , if this has not been provided by the transport company yet . Insert small metal parts , screws etc . in bags and label them clearly

Last two days before relocation

-Consume or give away the surplus stocks in the freezer . When necessary , froze the remaining food supplies and wrap them all in a thick layer newspaper sheet or use a thermal container for the transportation . Immediately put into operation the freezer in the new house

-Pack the remaining objects . At this point it is necessary to have left just personal hygiene equipment and sleeping mattresses. Marking packages indicating content and place of destination (floor, room) is an essential step. Withdraw the special vehicle the evening before the moving.

-Prepare meals , including beverages , for the day of moving.

-prepare and charge separately all the items left such as tools, medicines , toiletries (toilet paper) , flashlight , light bulbs , extension cord, tape, paper, matches, phonebook .

-Set aside cleaning material and rubbish bags

-prepare cash for the transport undertaking and cleaning

Moving day

-Wear shoes with non-slip soles and suitable clothing in order to reduce the risk of injury

-Establish suffered damages resulting from the move and request a written confirmation , on site, on the part of employees to move.

-Load vehicles with a certain criterion : introduce recent articles that will be used as first. Smartly arrange the parcels to allow considerable space saving. Attach securely delicate items

-For an old house: leave some holders connected to the power supply and integrated with lamp. For a new house: take advantage of daylight to prepare a sufficient number of light sources

-Keep well in evidence the planimetry to arrange furniture position, both to help you and those involved in the moving .

-Affix the name plate on the letterbox and on the door

-For safety purposes, note the counter data of electricity, gas, both in the old into the new house

The day after

-Upon apartment delivery, fill in a complete record with the owner . Sign only what is true. Same thing should be done when you log into the new apartment

-Return keys only after having thoroughly cleaned and placed the old apartment.

Keys restitution is, indeed, the final house delivery. From then on, former tenants are no longer entitled to access into the house, even for repair or cleaning.

-Provide written notification on any house damage and communicate all details to the transport agency

-Make a thorough inspection in the new house checking if everything works fine.

Eventually, send immediately the defect lists to the administration by mail

-Introduce yourself to new neighbors to facilitate early cohabitation

-Make notification to the inhabitants supervising office within the indicated period