

Moving Checklist

1. Preparation (2–3 months before the move)

- ☐ Terminate the rental contract and inform the landlord about your departure (your period of notice is written in your contract and is usually 3 months)
- ☐ Set a moving date
- ☐ Hire a moving company or rent a moving van/car
- ☐ Create a moving budget
- ☐ Make an inventory of all personal belongings
- ☐ Sort and declutter
- ☐ Get moving supplies (moving boxes, tape, markers, bubble wrap, etc.)

2. Organization (1–2 months before the move)

- ☐ Start packing items you won't need before the move
- ☐ Label boxes by destination room and contents
- ☐ Plan the setup of your new home (where each furniture piece will go)
- ☐ Inform children's schools, if necessary
- ☐ Request time off work for moving day

3. Notify Authorities and Service Providers (2–4 weeks before the move)

Notify the following institutions of your change of address:

- ☐ Post office
- ☐ Bank(s)
- ☐ Municipality (Gemeinde)
- ☐ Insurances (health, liability, car insurance, rental deposit insurance...)
- ☐ Employer
- ☐ Tax authority
- ☐ Phone, TV, and internet provider
- ☐ Motor vehicle office
- ☐ Schools
- ☐ Doctor (GP, dentist, veterinarian...)
- ☐ Obtain rental deposit (via bank deposit or rental deposit service)
- ☐ Forward or cancel subscriptions and services (fitness, phone, newspapers, etc.)
- ☐ Redirect or cancel utility services (electricity, gas, water, internet, phone)
- ☐ If necessary, arrange a cleaning service for handing over the apartment

4. Packing and Cleaning (1–2 weeks before the move)

- ☐ Finish packing all belongings (pack essentials last)
- ☐ Prepare one box or suitcase with essentials for the first night
- ☐ Disassemble furniture if necessary
- ☐ Defrost and clean fridge and freezer
- ☐ Thoroughly clean the apartment

5. On Moving Day

- ☐ Walk through the apartment to ensure nothing is forgotten
- ☐ Return keys to the former landlord
- ☐ Read and record utility meter readings (electricity, gas, water)
- ☐ Supervise the loading of boxes and furniture into the moving van
- ☐ Check condition of items upon arrival (inventory check)
- ☐ Begin unpacking the essentials

6. After the Move

- ☐ Unpack gradually and set up each room
- ☐ Check if all redirected services (internet, power, etc.) are working properly
- ☐ Update your address on all official documents (ID card, driving license, etc.)
- ☐ Explore the new neighborhood (supermarkets, schools, doctors)
- ☐ Relax and enjoy your new home!

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Who to Notify?

1. Government & Administrative

- ☐ Municipal Registration Office (Einwohnerkontrolle / Contrôle des habitants)
- ☐ Post office (Swiss Post)
- ☐ Set up mail forwarding (Nachsendeservice) online or at your local post office.

2. Insurance & Health

- ☐ Health insurance provider (Krankenkasse)
- ☐ Household / liability insurance
- ☐ Family doctor and specialists
- ☐ Any private insurance policies

3. Financial & Legal

- ☐ Banks and financial institutions
- ☐ AHV/IV office (Swiss pension/disability)
- ☐ Pension fund (Pensionskasse)

4. Employment & Education

- ☐ Employer / HR Department
- ☐ School / University
- ☐ Unemployment Office / RAV / ORP

5. Transport & Mobility

- ☐ SBB / Swiss public transport subscriptions
- ☐ Parking permits (Gemeinde or private)

6. Service & Utilities

- ☐ Mobile phone / Internet / TV provider
- ☐ Electricity / Gas / Water provider
- ☐ Online retailers (Digitec, Galaxus, Zalando)
- ☐ Loyalty cards and memberships (Coop Supercard, Migros Cumulus)