



## PRIVATE MOVE

### FROM THE MOMENT YOU DECIDE TO MOVE

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- Termination of the old rental agreement (in writing via registered mail)**
  - ◆ If terminating outside the regular notice period, you should start looking for a new tenant early enough. Legally, you are only required to present one solvent and reasonable tenant willing to take over the apartment. However, the Tenants' Association recommends finding two to three prospective tenants.
  
- Viewing appointment with Umzugsservice Zürich GmbH:**
  - ◆ To professionally calculate the total workload for you, Umzugsservice Zürich GmbH is pleased to offer our valued customers a free and non-binding viewing appointment. This ensures you benefit from a professionally prepared and as accurate as possible quote.

### 3 MONTHS BEFORE THE MOVE

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- Inform employers, acquaintances, and family about the move:**
  - ◆ Inform your employer about the approximate date for taking a day off for the move.
  - ◆ Arrange childcare and/or pet care for moving day if necessary.
  - ◆ Organize any helpers for moving day.
  
- Create a list of damages in your current home and compare it with the handover protocol.**
  - ◆ Create a list of damages you caused and check the depreciation period of the respective items.
  - ◆ Carry out necessary repairs and/or hire tradespeople.
  
- Measure the new home and/or request a floor plan:**
  - ◆ Plan the setup of your new home and create a layout plan.
  - ◆ Order any new furniture to be delivered on or after the moving date.
  
- Decluttering:**
  - ◆ Determine which furniture and items will be sold, donated, disposed of, or left behind—especially in the basement, attic, and garage.





- Cancel or transfer insurance policies and subscriptions for moving day:**
  - ◆ Organize the transfer of household and liability insurance, electricity, and media services (phone, TV, internet) to the new home in writing.
  - ◆ Schedule meter readings with the electricity, water, and/or gas provider.
  
- If moving to a different district, city, or region:**
  - ◆ Enroll children in the desired educational institution (daycare, playgroup, kindergarten, school, and/or after-school care).
  
- Clarify access options at both the old and new addresses in advance:**
  - ◆ Coordinate possible access through barriers on moving day, often with building management or the caretaker.
  - ◆ Verify load capacities for settlements with underground parking.
  - ◆ Check the possibility of using a furniture lift if no elevator is available and there are multiple floors to navigate.

## 1 TO 2 MONTHS BEFORE THE MOVE

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- Notification of the new address and the confirmed moving date:**
  - ◆ Moving company, relatives, friends, and acquaintances.
  - ◆ Request the annual day off for the moving day from your employer.
  - ◆ Banks, insurance providers, member associations, and other contractual partners.
  - ◆ Arrange mail forwarding with the postal service starting from the moving date.
  
- Finalizing new subscriptions and/or contracts:**
  - ◆ Household and liability insurance, electricity provider, and media providers (phone, TV, internet).
  
- Organization of packing materials and preparation for packing:**
  - ◆ Pack rarely used items in advance and store them in a corner of the apartment or in the storage room, ready for the move. It's best to label the boxes according to their destination.
  - ◆ Use up as much of your existing food as possible before moving day. This is especially important for fresh products that need refrigeration and frozen items, as they are difficult to transport without risking spoilage.
  - ◆ We are happy to deliver packing materials from our [moving shop](#) for your convenience.
  
- Preparing for the cleaning of the old home:**
  - ◆ Request a cleaning checklist from the landlord.
  - ◆ Lightly pre-clean any stubborn and/or overlooked areas.





## 2 WEEKS BEFORE THE MOVE

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### Scheduling the Final Handover Appointments:

- ◆ Schedule an appointment with the landlord and the new tenant for the handover of the old home.
- ◆ Schedule an appointment with the landlord and the previous tenant for taking over the new home.
- ◆ Inform the moving company and all involved parties of the scheduled appointments.

### Preparing for the Move:

- ◆ Pack currently unused items into moving boxes and store them in a corner, room, or storage area in the apartment. It's best to label the boxes according to their destination.
- ◆ Rearrange the basement, attic, and garage, and prepare items for transport.
- ◆ Empty soil from plant pots and/or keep the soil very dry, as water in the soil makes the pots significantly heavier.
- ◆ Arrange for parking restrictions on moving day with the local police department or municipal administration.

(We are happy to offer this service at no additional cost. We will arrange for the municipality to invoice you directly.)

## 1 WEEK BEFORE THE MOVE

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### Inform Residents About Moving Day:

- ◆ Notify neighbors at the old address about the moving day.
- ◆ Notify neighbors at the new address about the moving day.

### Preparing for the Move:

- ◆ Pack all items securely and neatly, except for clothes and kitchenware needed until moving day, and store them in a corner, a room, or the storage area of your apartment. It's best to label the boxes according to their destination.
- ◆ Use up the food in your household before the move, especially frozen and fresh products, as they are difficult to transport during a move.

## 1-2 DAYS BEFORE THE MOVE

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### Check Electricity, Water, and/or Gas Consumption for the Last Period:

- ◆ If possible, check the meter readings for your electricity, water, and/or gas consumption with your provider one day before the move. This ensures you can verify the final bill from your provider accurately.





## Preparing the move:

- ◆ Pack the last used clothes into laundry bags and securely pack the final kitchen items. Label the boxes according to their destination.
- ◆ Place all moving boxes in the hallway or a room close to the entrance, ensuring the path is not blocked. These boxes will be loaded first.
- ◆ Defrost and clean the refrigerator and freezer inside.
- ◆ Prepare essential items for moving day, such as food, baby supplies, clothes, and pet necessities, in a few specially marked moving boxes. Also, have any tools you may need ready.
- ◆ Ensure good lighting is already available in the new home.
- ◆ Reconfirm childcare and/or pet care arrangements for moving day.
- ◆ Inspect your furniture and rental property one day before the move for existing damages and document them, including in the stairwell and at the new address. This will facilitate a quick resolution in the event of an insurance claim. Report any pre-existing damages at the new address to the landlord in writing.

## If You Don't Have Time or Want to Avoid Packing Work:

We gladly offer our packing service to save you time and effort.

- ◆ For full-day packing service, schedule one day in advance.
- ◆ For half-day or three-hour packing service, schedule the afternoon before moving day.
- ◆ For less than three hours of packing, the packing can be done at the start of the move on moving day.

## ON THE MOVING DAY

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### Ensuring a Smooth Workflow:

- ◆ Conduct a walkthrough with the team leader upon the arrival of the moving crew and provide all necessary instructions.
- ◆ Load personal belongings that you want to transport yourself into your car or prepare them in a designated area for transport.
- ◆ Ensure access to the furniture lift if required.
- ◆ Maintain clear communication with the team regarding which items should be transported to the new home, basement, attic, garage, second address, or storage. Ideally, moving boxes should already be labeled by destination during packing.
- ◆ Before leaving the old address, conduct a final walkthrough with the team leader to ensure everything has been taken as agreed.
- ◆ At the new address, it's best to have one person inside the home and another outside near the entrance. The person inside the home guides the team on furniture placement based on the layout plan. The person outside directs the team on which items should be taken to the basement, attic, or garage.
- ◆ Ensure access to the furniture lift again if necessary.
- ◆ At the end of the move, conduct a final walkthrough with the team leader to verify completed assembly work and the correct placement of furniture and other items.





## AFTER THE MOVE

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### In Case of Damage:

- ◆ Immediately inform the moving company in writing within three calendar days via email or post, including documented evidence such as photos.

### Final Tasks:

#### ◆ **Cleaning the old home:**

We are happy to clean your home for you and guarantee approval during the handover. We will be present at the handover appointment and fully vouch for the cleaning quality. <https://www.umzugsservice-zh.ch/en/private-removals/cleaning/>

#### ◆ **Handover of the old home to the landlord.**

#### ◆ **Unpacking:**

Unpack items from the boxes. Freezers and refrigerators should only be turned on 24 hours after the move.

#### ◆ **Registration:**

Register in the new district, city, or region.

#### ◆ **Archiving:**

Keep moving receipts and invoices for tax purposes.

#### ◆ **Return of packing materials:**

Once unpacking is complete, we will gladly pick up any rented packing materials from you.

### If You Don't Have Time or Want to Avoid Unpacking Work:

- ◆ We are happy to offer our unpacking service to save you time and effort.
- ◆ For a full-day unpacking service, schedule it one day after the move.
- ◆ For a half-day or three-hour unpacking service, schedule it for the afternoon after the moving day.

### Follow-up call with the moving company:

- ◆ Consultation regarding the moving process, cleaning, and the service in general.  
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