

## CHECKLIST

### Preparation

- Deregister kindergarten / school
- Find and register for a new kindergarten
- Supply of frozen food and perishable food supplies
- Arrange for constant renovation work
- Cancel lease rights / demand back deposit
- Remove the inability to belong to the new tenant
- Muck out the basement / attic
- Create a new facility plan
- Mail forwarding order
- Telephone prompts / sign in again
- broadcasting
- Registration and deregistration at the responsible municipal authority
- Change address in the vehicle registration certificate
- Become the responsible pension insurance company
- Contact the tax office
- Church contribution office heard
- Inform the bank / savings bank
- Notify electricity / gas / district heating
- Reregister insurance
- Reregister / deregister daily newspapers and subscriptions
- Announce new address to employer
- Relocation leave entitlements
- Childcare for the relocation day
- Get elevator keys
- Open driveways
- Have the transport lock ready for the washing machine
- Discharge petrol from lawn mowers and other machines
- Collect all keys for the apartment
- Address should be given to friends and family
- Final cleaning in the old apartment

## Relocation

- Separate items that should not be packed and taken away by the removal team
- Remove old name tags
- Read / have meter readings
- Empty the mailbox
- Inspection with the handicapped person
- Apartment is located

## After the relocation

- Attach name tags
- possibly lock changes
- Make a note of the meter readings
- Arrange debris removal with relocation company