

Checklist for families

1 week before departure

- Notify the office for the registration of residents (Einwohnermeldeamt) in writing.
- Put aside travel documents, tickets, original documents, keys, personal telephone book, invoices, toiletries, medicines, money and clothes for the journey.
- Make arrangements to hire a car, if necessary.
- Organise transport to the airport or railway station.
- Notify neighbours and the caretaker of the date of your move.
- Organise sufficient drinks and sandwiches for the day of your move.
- Dispose of any inflammable or toxic cleaning agents and paints.
- Disconnect refrigerators and freezers at least 24 hours before you move.
- Return and request the return of borrowed/lent items such as books, CDs etc.
- Pick up clothes from the dry cleaner's.
- Put aside brooms, cloths, rubbish bags and cleaning agents.
- Have a look at the checklists.
- Issue a written power of attorney to a person of your trust or to a lawyer if anything needs to be settled in your absence.
- Notify colleagues, suppliers, customers.
- Get confirmation of dates for jobs commissioned from workmen and domestic cleaners.
- Arrange a date with your landlord for handing over the keys.
- Return keys and corporate identity cards.
- Fix schedule for company car.

Notes

- Return telephone junction box and modems etc. if this cannot be done only after you move out.
- Everything OK with your new home?
- Draw a map showing the location of your new home and where the furniture is to go.
- Have you arranged dates for handing over the keys and making relevant payments?
- Organise a handyman and a cleaner for the day you move in.
- Is the telephone line up and running?
- Have you confirmed the hotel and the flight dates?
- Give away, distribute toys.
- What are you going to do with your pet on the day you move?
- Pack children's suitcase (favourite toys, CDs, books, sweets)
- What are the children doing on the day you move?
- Make arrangements for saying goodbye at school, at the nursery

Notes

We'll be pleased to organise
all this for you!