

Removals Schedule

We have put together a removals schedule for you, so that your move goes smoothly.

Careful preparation is the key to removals. This checklist is designed to help you make all of the important decisions at the right time. We hope that everything goes well and, more than anything else, without difficulties.

2-3 months before the removals date

- Get offers from removals companies
- Get packing material
(can be requested from the Welti-Furrer AG removals shop)
- Get a cleaning offer from a cleaning firm
(Welti-Furrer AG can be asked to handle the cleaning)
- Various carpentry work (disassembly or reassembly of furniture)
- Give notice for your old rental agreement on time and using the correct form
(giving notice late or at the wrong time means you must find an acceptable successor tenant)
- Hire an electrician
(removal and installation of ceiling lamps, television, hi-fi equipment, computers, etc.)
- Clear out the cellar and attic
- Inform new and old school authorities
- Schedule time off for the removals day
(normally you have the right to 1 or 2 paid days off)
- Measure the new flat
(for curtains, carpeting, etc.)
- Organize possible helpers for the removals day
- Prepare a furnishings layout
(so that heavy furniture is placed at the right location)
- Painting work
(assistance can be organized through Welti-Furrer AG)
- Order new furniture
- Give away, sell or otherwise dispose of unwanted furniture
(disposal can be organized through Welti-Furrer AG)
- Check electrical mains connections
- Repair damages to the flat
- Arrange household or liability insurance

4 weeks before...

Notify the following of a change of address:

Change of Address cards are available free from Welte-Furrer AG

- Employer
 - Post office and telephone company
 - School and kindergarten authorities
 - Postfinance, banks
 - Physician, dentist, health insurer
 - Insurers, residence office, tax office
 - Highway office, identification and passport office
 - AHV (government old-age pension fund) (pensioners)
 - Suppliers (service subscriptions, drinks service, etc.)
 - District office (for those liable for military service)
 - Arrange a specific removals date with the cleaners
 - Give notice for telephone and television service and arrange new service
 - Use up food in stock and in the deep freezer
 - Electrical and gas works
 - Inform house master and neighbors
 - Magazines, newspapers, publications
 - Credit card companies
 - Clubs and associations
 - Friends and relative
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2 weeks before...

- Discuss details for the flat transfer with the present tenant and agree to a transfer date
- Pack all small items and delicate objects in cardboard boxes
(The boxes must be labeled; labels can be ordered in our removals shop.)
- Make sure the boxes are not too heavy (about 30 kg each)
- Wrap breakable items in tissue paper
- Ask to have the mailbox and doorbell labeled at the new location
- Arrange to have parking spaces blocked off
(can be organized through Welte-Furrer AG)
- Inform the house caretaker and neighbors
- Orient the electrical, gas and water works
(so that the meters are read on removals day)
- Orient the electrical, gas and water works
- Purchase sufficient cleaning material if you are going to do the cleaning
- Orient the electrical, gas and water works
- Perhaps protect the floors at the old and new locations
(protective felt is available in our removals shop)
- Make small repairs

24 hours before...

- Defrost the refrigerator
 - Set the deep freezer to its maximum (fast freezing button)
 - Remove curtain, roll up carpeting and tie both into bundles
 - Send pets to be cared for elsewhere
 - Organize care for young children
 - Prepare an emergency box with all important items
(light bulbs, toilet paper, fuses, towels, soap, first aid dressing, tools, pens and pencils, paper, fittings, screws, nails, cleaning material, waste bags, sticky tape, string, pocket knife, extension cables, flashlights)
 - Do not give the plants any more water
 - Remove and reinstall lamps
(unless an electrician has been hired to do this)
 - Disassemble and reassemble furniture
(if the removals company has not been hired to do this)
 - Final check of all the boxes
(are all marked and taped shut?)
 - Move delicate items in advance or pack in bubble pack
(available in our removals shop)
 - Mark with Welti-Furrer AG labels
 - Flat transfer
(fill out a complete transfer protocol with the owner)
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On moving day...**At the old location**

- Return keys
- Arrange free parking area and access
- Wear practical clothing and shoes with rubber soles
- Take a little tour with the lorry driver and point out fragile objects. Then discuss the floor plan (what is loaded first comes out last)
- Load the freezer last and immediately plug it in at the new location

At the new location

- Mark the rooms (corresponding to the box labels)
- Supervise the removals team (what goes where)
- Take a little tour with the lorry driver before getting started
- Have tip money ready for the team (voluntary depending on how satisfied you are)

After your move

- Flat turnover: (fill out a complete acceptance protocol with the owner)
- Arrange for the rental material to be picked up
- Mount the name plates
- Note the state of the mains meter and possibly gas, heating and hot water as well
- Report all damages to the removals company in writing within three days
- Send a list of defects in the flat to the owner by registered mail within ten days
- Report to the residents control office
- Obtain the permission of the owner before making any changes requiring building to the flat

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