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## Checklist move out cleaning

- Clean floor
- Clean walls
- Clean windows, frames and sills
- Clean doors
- Clean the plates
- Clean cupboards
- Clean the trays
- Clean stove
- Clean the tap and descale
- Clean drains and, if necessary, unclog
- Clean and descale the dishwasher
- Clean the refrigerator
- Clean the freezer compartment
- Clean the oven with oven cleaner, including the baking tray and wire shelf
- Clean the steam vent
- Clean filter
- Replace electrical switches if defective
- Clean the radiator

### Clean bathroom

- Clean floor
- Clean walls
- Clean windows, frames and sills
- Clean the plates
- Clean (mirror) cabinets
- Clean the trays
- Clean the washbasin, bathtub and cistern
- Replace seals if necessary
- Clean drains and, if necessary, unclog
- Clean washing machine / tumbler
- Descale the toilet, replace defective lids
- Cleaning tooth glasses, soap dishes
- Descale the shower hose and shower head

### Living area, corridor

- Floors
- Clean parquet / linoleum
- Shampoo or vacuum the carpet
- Clean walls
- Skillfully fill the dowel holes with tube plaster
- Clean doors
- Clean windows, frames and sills
- Clean cupboards
- Clean the fireplace in the fire area
- Clean the radiator
- Clean roller shutters and shutters
- Clean doors

### Additionally

- Clean terrace / balcony
- Clean the basement / screed
- Clean the mailbox



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## Checklist for moving out of your apartment

### As early as possible

- Carefully review the current lease arrangement, possibly have it reviewed by a professional person before signing.
- The old rental contract may be terminated on schedule and in compliance with the law, but only after a new deal has been signed.
- Document damage to the old apartment to the administration and liability insurance early on.
- Allow furniture preparing.
- Discuss the purchase of existing furnishings in the old and new apartments with both parties and the administration, and create a formal agreement on the responsibility.
- Submit to the office on the official transfer day (minimum 1 day).
- Hire a moving company. Have the order, and exact date confirmed in writing.
- Rein yourself: Hire suitable helpers. Book an appropriate rental car (especially early if you move at a desired date).
- Commission a cleaning company with an acceptance guarantee. Have the order, all-inclusive price and exact date confirmed in writing. Clean yourself: Hire suitable helpers.
- Repair items in need of repair, have them delivered to the new address.
- Waste: Clean out the apartment, adjoining rooms, garden; organize removal.
- Put the garden in order, where this duty is contractually stipulated.
- School/kindergarten: inform the old and new school authorities about the planned move; discuss any transition problems.
- Telephone: Notify the fixed network provider.

### Four weeks before the move

- Change the address of contractual partners and organize forwarding at the post office under [www.post.ch/de/empfangen/umzug](http://www.post.ch/de/empfangen/umzug)
- Bank / Postfinance
- Power station
- Tenants' association of your region
- Gasworks
- Waterworks (single-family house)
- Register with the Residents' Registration Office (observe deadline)
- Head of Section / Unit Commander (conscripts only)
- AHV compensation fund for self-employed persons and pensioners
- (Dentist) Doctor School/kindergarten
- Road Traffic Office
- Vehicle registration document/driver's license (please note the deadline)
- Health insurance and insurances
- Tax office
- Magazine and newspaper subscriptions Service subscriptions
- Home delivery services
- Association, course and club secretariats
- Mail
- Block address (again) (if address sale is not desired)
- Local.ch (phone book)
- Check insurance policies, if necessary, adjust the scope of cover of the furniture insurance; report changes in structural conditions where required by the system.
- Change standing order for rent
- Order new printed matter and stamps.

- Frozen and cellar supplies, canned food, use up. Check whether the freezer has the right power connection at the new location.
- Use up emergency supplies and put them on fresh at the new location.
- Order new furnishings and have them delivered to the new address. Have orders, and delivery dates confirmed in writing.
- Check the keys based on the rental contract or separate key list.

## Two weeks before the move

- Carry out small repairs, for which you as a tenant must pay, now.
- Obtain sufficient packaging material.
- Packing: Pack temporarily unnecessary items such as books, records, folders, laundry supplies, clothes, wine storage and label them clearly according to content and destination (room).
- Inform neighbours and caretakers (use access road, ensure lift on the day of the move).
- Reserve parking space for the transport vehicle (in case of public reason: at the police). At the old and the new location.
- Dispatch of the apartment: discuss details with the landlord. In case of changes, inform the transport and cleaning company.

## One week before the move

- Food: Plan last meals before the move so that cupboards and fridge are empty.
- Mark fragile items (including liquids) especially clearly.
- Store and transport dangerous goods (poisons) and objects (weapons, ammunition) separately.
- Dismantle furniture where the transport company does not do this. Put small metal parts, screws, etc. in bags and write clearly on them.
- Protect floors: Where floors are at risk in the old or new location, provide non-slip cover.
- Start packing, write on the goods to be transported, label everything according to content and destination (room).

## Last two days before the move

- Freezer: Eat the rest of the contents or give them away. If necessary, cool the chilled goods as far as possible, wrap them thickly in newspapers or transport them in a suitable cool box. Put the freezer into operation immediately at the new location.
- Pack valuables, documents, collections separately and transport them personally, if necessary, store them temporarily (bank safe).
- Pack plants appropriately. In winter, do not water on the day of the move and protect from frost.
- Seal cabinet doors and empty drawers with adhesive tape or block them firmly with cardboard. Remove the key and write on it.
- Whoever moves on their own: Pick up the rental car the evening before.
- Block the parking space for the transport car the evening before the move, at the old and new location.
- Prepare food, including drinks, for the day of the move.
- Do not forget the removal team.
- Essential utensils: tools, pharmacy, toiletries (toilet paper), torch, light bulbs, extension cord, adhesive tape, cardboard, matches, address book, have them ready separately and load them last.
- Cleaning materials and garbage bags should also be provided separately. Have cash ready for transport and cleaning company.

## On the day of the move

- Non-slip shoes and suitable clothing reduce the risk of accidents.
- Older children should be allowed to perform specific tasks when moving and to carry their favourite things themselves.
- Check the parking lot for train cars. Keep access routes clear.
- Expressly point out fragile, sensitive and dangerous items to the moving team.
- Damage to trains: Immediately demand written confirmation from the moving company if defects occur.

- Load the vehicle carefully: Load last, what is needed first. Intelligent stacking can save a lot of space—secure sensitive objects.
- Lamps: Leave some connected lamp sockets with bulbs in the old place. Install adequate lighting in the new location in daylight.
- Hang the furniture plan in a visible place. Number the rooms in the new apartment.
- Attach nameplates to the mailbox and door.
- To be on the safe side, write down meter readings yourself (electricity, gas, possibly heating and hot water).
- Apartment handover: Fill out a complete handover protocol with the landlord. Only sign what applies.
- Return of keys: This is the return of the keys. Afterwards, there is no more right of access for the tenants. Not even for repairs or cleaning work.
- Taking over the apartment: Fill out a complete taking over the protocol with the landlord. Only sign what applies.

### **In the first few days in the new location**

- To be on the safe side, write down the meter readings yourself (electricity, gas, possibly heating and hot water). Report any damage to the goods to be moved to the transport company within three days in writing by registered post.
- Defects discovered subsequently: Examine everything carefully and check for proper functioning, if necessary send a list of defects to the administration quickly by registered mail.
- Place furniture correctly, do not place it too close to the wall; at least two finger-widths apart (for air circulation) will prevent moisture damage. Outer walls are particularly at risk.
- Neighbourhood: Personal introductions make living together easier from the very beginning.
- Residents' registration office: register within the deadline.
- Children: Changing schools can be very stressful for children; they therefore deserve special attention: exploring the surroundings with them, finding the safest way to school/kindergarten, making the first contacts with neighbouring children, if necessary with a welcome party to get to know each other.