



## CHECKLIST FOR MOVING IN AND OUT

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- Terminate the old rental contract in writing.
  - Carefully read the new rental contract and ensure you understand all terms and conditions.
  - Create a key log for the handover of keys.
  - Schedule an apartment handover appointment for both the new and old apartments.
  - Record the meter readings for electricity, gas, and water in both the new and old apartments.
  - Document the condition of the apartment at the time of handover in a handover report.
  - Install/dismantle the “construction lights” handed over when you move in.
  - Transfer contracts with phone, internet, electricity, and gas providers.
  - Transfer the rental deposit for your new apartment.
  - Set up a mail forwarding order.
  - Make sure to update your address with all important parties, such as banks, insurance companies, employers, etc.
  - Register with the new local registration office within the legal timeframe.
  - Do not attach nameplates to the apartment door, letterbox or doorbell yourself, your landlord will do this for you!
  - Find a good and reliable moving company.
  - Buy or borrow enough moving boxes.
  - Dispose of bulky and hazardous waste in accordance with the regulations.
  - Measure the staircases in both your old and new buildings for moving furniture.
  - If necessary, apply for a no-parking zone in front of the old and new apartment.
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