

PRIVATE MOVE CHECKLIST



Thorough planning and early organization are key to a successful move. Whether it's a private household move or a business relocation, start preparing at least six months in advance. Our checklist provides a step-by-step guide that you can conveniently check off.

FOUR TO SIX MONTHS BEFORE MOVING

- **Set a moving date:** If possible, choose a date during the week to save costs. Compare offers from different moving companies to find the best value for money. Plan helpers for the moving day and create a task list.
- **Cancel old apartment:** Provide written notice in time. The usual notice period is three months. Carefully review your new lease agreement and prepare the rental deposit. Clarify whether cosmetic repairs are needed in the old apartment.

PRIVATE MOVE – MAKING A SUCCESSFUL MOVE EASY

Starting is always the hardest part! Before a move, there are so many tasks to complete that you often don't know where to begin. Our checklist helps you stay organized and make your move stress-free. Estimate moving costs and set aside a buffer budget.

TWO TO THREE MONTHS BEFORE MOVING

- Decide on a moving company and book as early as possible. Get quotes for rental trucks and estimate the volume of your belongings.
- Arrange with your employer to take special leave for the move if possible.
- Change or cancel electricity, gas, and other utility providers in time. Get rid of unnecessary items to reduce the amount you need to transport.
- Buy or rent moving boxes and pay attention to their quality. Book craftsmen for any necessary renovation work.

- Order furniture early, as delivery times can take several weeks. If needed, rent storage space in advance.

ONE MONTH BEFORE MOVING

- Confirm the date with your helpers and craftsmen.
- Start packing items you don't use daily. Ensure that your children and pets are well taken care of on moving day.
- Arrange with the post office to forward your mail to your new address.
- Begin using up all perishable food items to reduce what you need to transport.
- Plan the placement of furniture in the new home and label the boxes accordingly.

TWO WEEKS UNTIL MOVING DAY

Prepare a box with essential tools. Plan the handover of your old apartment. Check if you need to reserve a no-parking zone. Clearly label boxes to make unpacking easier.

ONE WEEK TO TWO DAYS BEFORE MOVING

Start dismantling furniture unless this is being handled by the moving company. Pack all important documents in a separate bag. Make sure appliances are empty and defrosted by moving day. Pack the final items and ensure everything is well packed. Pack a suitcase with essentials for the first few days in your new home.

MOVING DAY

Record all meter readings in the old and new apartment. Give clear instructions to your helpers. Ensure there is enough food and drink for everyone. Keep a first aid kit handy in case of emergencies. Clean the old apartment and staircase.

CONTACT INFORMATION

+43 1 944 85 12
+43 676 612 33 30
info@wienermoebelpacker.at