

## 1 WEEK BEFORE THE MOVE- CHECKLIST



The countdown is on – in just a few days, the big move will take place! Now it's time for the final preparations to ensure everything runs smoothly on moving day.

### MOVING CHECKLIST

- **Disassembling Furniture**
  - ✔ If the moving company is not handling this, start disassembling furniture now.
  - ✔ Store screws, wall plugs, and small parts in labeled freezer bags.
  - ✔ Wrap furniture with delicate surfaces in protective film or blankets.
  - ✔ Keep a drill and tools ready for furniture that requires unscrewing.
  - 🔧 Tip: Furniture that doesn't need to be taken apart can be wrapped in stretch film to keep drawers and doors secure.
- **Packing an Essentials Bag**
  - ✔ Pack a separate bag with important documents and valuables.
  - ✔ Items to include:
    - ✔ Passport, ID, rental contract, moving contract
    - ✔ Cash, jewelry, electronics (laptop, phone)
    - ✔ Medications and personal hygiene items
  - ✔ Store the bag safely with family, friends, or a trusted neighbor to prevent it from getting lost in the moving chaos.
  - 🔧 Tip: Also pack a set of clothes for the first few days in the new home.

## COMPLETE LAST ADDRESS CHANGES

- ✓ If not done yet, update your address with all important institutions:
- ✓ Banks, insurance providers, authorities (registration office, tax office, social security)
- ✓ Employer and health insurance
- ✓ Subscriptions and memberships (gym, clubs)
- ✚ Tip: A checklist of completed and pending updates helps ensure nothing is forgotten.

## DEFROST FRIDGE & FREEZER

- ✓ One month before the move, start using up frozen and perishable food to reduce what needs to be transported.
- ✓ At least 24 hours before moving, unplug and defrost the fridge and freezer.
- ✓ Place a tray to catch melting water.
- ✓ Thoroughly clean and dry the interior to prevent mold.
- ✚ Tip: If cooling appliances won't be set up immediately in the new home, use a cooler bag for perishable food.

## PREPARE CLEANING SUPPLIES FOR THE OLD HOME

- ✓ After moving out, the apartment should be left clean and tidy – prepare the following:
  - ✓ Broom, vacuum cleaner, cleaning products for floors and surfaces
  - ✓ Garbage bags for last-minute disposals
  - ✓ Glass cleaner for windows and mirrors
- ✚ Tip: If you don't have time for deep cleaning, consider hiring a professional cleaning service.

## CHECK MAIL FORWARDING SERVICE

- ✓ If not yet done, ensure a mail forwarding request has been set up.
- ✓ Collect any remaining letters or packages from the old address.
- ✚ Tip: If you are expecting important mail, it's best to set up forwarding for at least 6 months.

## PLAN MOVING DAY

- ✓ Create a schedule for moving day to avoid delays.
- ✓ Assign responsibilities – who is in charge of what?
- ✓ If helpers are involved, ensure food and drinks are provided.
- ✚ Tip: The move will go much more smoothly if all helpers know their tasks in advance!

## CONTACT INFORMATION

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