

2 WEEKS BEFORE THE MOVE- CHECKLIST



The move is getting closer! Now it's time to take care of the last major organizational tasks to ensure a stress-free moving day.

MOVING CHECKLIST

- **Continue Decluttering & Downsizing**
 - ✓ If not already done, do a final round of decluttering.
 - ✓ Decide if all items really need to be moved to the new home.
 - ✓ Donate, sell, or dispose of unnecessary items.
 - ✓ Arrange for bulky waste collection or schedule disposal with MA 48.
 - 📌 Tip: A minimalist move saves time and money!
- **Schedule Appointments for Apartment Handover**
 - ✓ Coordinate a handover date with the old and new landlord.
 - ✓ Ideally, plan the key handover a few days after moving out to allow time for cleaning.
 - ✓ Prepare a handover protocol, including:
 - ✓ Meter readings
 - ✓ Condition of the apartment
 - ✓ Any damages
 - 📌 Tip: Take photos of the old apartment to prevent disputes!

INFORM YOUR NEIGHBORS

- ✓ If necessary, inform your neighbors about the move, especially in apartment buildings.
- ✓ If there will be loud noise from furniture transport or workers, consider placing a short notice in the hallway.
- ✦ Tip: A small gesture or friendly introduction can leave a great first impression with new neighbors!

APPLY FOR A NO-PARKING ZONE (HALTVERBOTSZONE)

- ✓ If moving with a moving company, clarify whether you need to arrange a no-parking zone yourself.
- ✓ In Vienna, the MA 46 (Traffic Organization & Regulations) is responsible for permits.
- ✦ Application Requirements:
 - ✓ Name, address, phone number
 - ✓ Exact location of the no-parking zone
 - ✓ Purpose of the no-parking zone
 - ✓ Length of the reserved space (in meters)
 - ✓ Start and end dates/times
- ✦ Useful Links:
 - ✓ More information & application at wien.gv.at
- ✦ Tip: Wiener Möbelpacker can handle the entire process for you, including setting up and removing no-parking signs!

SYSTEMATIC PACKING & LABELING

- ✓ Label moving boxes with their destination rooms to make unpacking easier.
- ✓ Mark fragile items clearly with "Handle with Care!" stickers.
- ✓ Use printed labels to make identification easier.
- ✓ Keep an inventory list of each box's contents – especially important for documents and valuables.
- ✓ Pack a separate essentials box for the first few days, including:
 - ✓ Clothes
 - ✓ Toiletries
 - ✓ Chargers
 - ✓ Important documents

REDUCE FOOD SUPPLIES

- ✓ Use up frozen and perishable food to minimize what needs to be transported.
- ✓ If needed, prepare a small food supply for moving day (snacks, drinks).
- ✦ Tip: A cooling pack or small portable cooler can help keep food fresh during transport.

ARRANGE TRANSPORT FOR PETS

- ✓ If moving with pets, prepare a secure transport box or carrier.
- ✓ For pets sensitive to change, set up a quiet space in the new home.
- ✦ Tip: Cats and small animals should ideally be moved after the major chaos has settled.

CONTACT INFORMATION

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