



house clearance and disposal

- Used oil: Public waste disposal station
- Batteries: return to retailer or disposal station at Migros/Coop
- Office electrical hardware/computers: return to retailer
- Electrical/household appliances: return to retailer
- Glass: Public waste disposal station
- Low energy lamps: Return to retailer
- Clothes and shoes: Public clothes container
- Fridges/Freezers: Return to retailer or cargo domizil (chargeable!)
0900 57 37 77
- Metal items, aluminium: Public waste station
- Tyres: Return to retailer
- Hazardous waste such as chemicals, colour, medicines etc.: Return to retailer

... or just leave them where they are:
We can collect the waste when you move. CHF 35.00 per 100kg plus work hazardous waste CHF 350.00 per 100kg!

Think ahead

- Get things to repair shops now and pick them up after your move.
- Do you want to renovate any items of furniture? Now's a good time as each piece of furniture not included in a move, reduces the overall costs.
- Deal with small repairs you are responsible for as a tenant now.
- Clear balcony, garden or seating areas.

- Return books/games etc. to library
- Inform utility companies to allow them to read meters on appropriate date.
- Don't have new purchases delivered, give companies your new address and agree delivery date in writing.

stored goods:

Use up tinned goods, frozen foods. A limited amount of deepfrozen items make it easier to move the appliance.



Tipp:

Turn your farewell party at your house into a small flea market. Friends and acquaintances may be able to put the odd item you no longer need to good use.

Registration/Deregistration

- Phone: Inform your phone provider about your move
- Radio and TV licensing: Address changes to www.serafe.ch
E-Mail: m-rf@bakom.admin.ch
- Post: Complete application to have mail forwarded at post office or online www.post.ch
- Driving license: Inform licensing authority of new address. Moves outside canton: Apply to licensing authority for new licence plate and driving licence.
- Residence permits: Moves within same town/city: Register at new Kreis or Quartierbüro. Take Schriftenempfangsschein, Zivilschutz- and Dienstbüchlein (if relevant) with you.

Moves to other canton/abroad:
Report in person to town hall/
community centre with
Schriftenempfangsschein, Zivilschutz-
and Dienstbüchlein

Send change of address to:
Newspaper/magazine, subscription
admin offices, schools, course admin
offices, clubs, health insurance
company, doctor, dentist, vet, banks,
home delivery services,
AHV-Ausgleichskasse, friends and
acquaintances

new house/apartment

- Study plan of layout of new house/
apartment. Draw position of items of
furniture on plan.
- Measure up windows - order
curtains and nets.
- Find carpet/flooring and arrange
installation date in writing with the
fitters.
- Discuss placement of sockets for
TV, dishwasher, freezer etc. with
electrician.

Last minute matters

- Inform neighbours, caretakers at
new and old address of moving date.
- Keep space free for removal van the
evening before the move (inform local
police station)
- Empty and defrost fridge and freezer.
- Check whether all pieces of
furniture and objects have been
numbered or marked with coloured
spots as per the furniture installation
plan so that the removal operatives
can put everything in the right place
in the new property.
- Have pets looked after elsewhere or
put food aside for the day of the
move. Move animals in private car.



- Prepare for the first jobs in the
new property. Fill container with torch,
tools, string, toilet paper, towel, first
aid kit, plugs, extension cable
- Refreshments on the day of the
move. Refreshments are not
mandatory.

the day of the move

- Make sure staircases, cellars,
lofts are properly lit.
- Wear practical clothing and non-slip
shoes.
- Discuss furniture installation,
point out particularly fragile
objects and special requests. 
- When dismantling furniture by
yourself: Save and label metal parts
such as screws, put individual
components in bags.
- Beware: Do not lock cabinet/
cupboard doors and drawers - use
furniture tape
- Take a note of meter readings
(electricity, gas and water)

At the new property:

- Display furniture installation plan in
prominent position. If necessary, put
large pieces of paper in the intended
positions on the floor so that the
removals operatives can put the
furniture in the right place.
- Do not place furniture too close
to walls. Rule of thumb: Two-finger
width for circulation of air.
- Report any damages or losses
to the teamleader.
- Put nameplates on doors and letter
boxes.