# Checklist for moving home

## Step 1: finding a new home and giving notice

### Find a new home

1. **Search for a home** on the largest property portal in Switzerland at comparis.ch
   - Find a place to live
   - Finding an apartment in Switzerland: 12 useful tips

2. **Request an extract from the debt collection register** (most landlords require this along with the application form)
   - Extract from the debt collection register

3. **Fill in the application form for the house or apartment**

4. **Sign the tenancy agreement for your new home.** If you are moving in together as a couple or with several people: sign the joint tenancy agreement or main and subtenancy agreement together.
   - New tenancy agreement: what you need to check
   - What to do before moving in together: checklist
   - 11 FAQs on subletting

5. **Pay the rental deposit or take out rental deposit insurance**
   - Rental deposit: 7 questions – 7 answers
   - Why choose rental deposit insurance?

6. **Take out or adjust home contents insurance** (e.g. higher sum insured if you have moved in with someone)
   - Compare contents and personal liability insurance

7. **Take out legal protection insurance if necessary**
   - Legal protection: compare insurance and save

### Give notice on your current home

8. **Terminate your current tenancy agreement.** Important: always send the termination letter by registered post. The letter must reach the landlord by the day before the termination deadline. The date of the postmark does not matter; the relevant date is the date of receipt.
   - Ending a tenancy
   - Ending a tenancy – the right way

9. **Find a replacement tenant if you have given notice early.**
    Otherwise, you will have to pay the rent outstanding for the period remaining until the next standard date of termination. You can advertise your old home via Comparis.
    - Finding a new tenant – here’s how it’s done
    - Advertise an apartment or house

10. **Rented a parking space or garage?** Notice periods may differ from that for your apartment.

11. **If you are selling your house or apartment**, check out the useful tips compiled by Comparis.
    - Selling property: sell a house or apartment in Switzerland

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**Comparis Checklist for moving home**

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Step 2: pre-move planning

- Deregister or change your address with your municipality
- Notify others of your change of address and if necessary arrange for the post office to forward your mail:
  - Health insurance provider
  - Car insurance provider (including any change to your parking situation – garage or outdoors – as this may affect your premium)
  - District command / civil defence / civilian service
  - Employer / update emergency contact
  - Doctors
  - Banks / PostFinance / credit card company
  - Directories (telephone directory entry)
  - Contents insurance
  - Schools / kindergarten / further education establishment
  - Magazine, newspaper and other subscriptions

Note: if you are moving to a new canton, you can find all of the relevant information in our article about moving cantons.

- Change of address when moving – the ultimate checklist
- Mail forwarding: make sure letters and parcels reach your new address
- Moving: make sure your belongings are properly insured
- Moving to a different canton: what you need to know

- Notify your electricity / gas provider of your move and ask them to read the meter
- Re-register your radio and TV licence
  - serafe.ch
- Cancel your phone, internet and / or TV plan for your old address and re-register for your new one
  - Tip: on the Comparis telecom page you can also compare a range of telecoms providers
  - Find a new internet plan now

Prepare for moving day

- The main question: handle the move yourself or use a removal firm?
  - The costs of professional movers depend on a range of factors.
  - The Comparis moving costs calculator is an easy way to work out your moving costs online.
    - Hiring professional movers – what will it cost?
    - Moving costs calculator: easily calculate your moving costs online

- Clear out your apartment, storage spaces, cellar, garage, attic and garden
  - Dispose of hazardous waste and bulky items
  - Dispose of old or unneeded medication at the pharmacy or at a collection site
  - Take unwanted clothes to a donation bin or charity store or dispose of them

- Dispose of rubbish and unwanted furniture, or take furniture to a second-hand or charity shop or sell it online
  - Disposing of furniture: top tips

- Make the necessary arrangements for moving your pets
  - Making moving easier for your four-legged family
If you have a piano, it is generally worth hiring professional piano movers
→ How to ensure a successful piano move

Check with the landlord whether you need to repaint the apartment
→ Painting and decorating: should I hire a professional or do it myself?

Hire a removal van
→ Hiring a removal van: find the right vehicle for you

Hire or buy moving boxes or banana boxes
→ Buying moving boxes – the Comparis guide
→ Where can I buy banana boxes cheaply or get them for free?

Rent a storage unit if you want to store belongings temporarily
→ What it costs to store your furniture in Switzerland

Check that any helpers have liability insurance:
- Personal liability and home contents insurance covers damage caused by helpers during the move (if they are legally responsible for the damage).
- The removal firm’s goods-in-transit insurance covers damage the firm itself causes during the move. Make sure that the sum insured is adequate.
→ Compare contents and personal liability insurance

Timeline planning

Set your moving date: be aware of official moving dates and avoid them if you can
→ Moving days in Switzerland: dates and legal entitlements

If you are moving on a Sunday or public holiday: coordinate with your landlord and respect quiet times
→ Moving on Sundays and public holidays

Ask your employer for leave on your moving day (you are usually entitled to one day off, but ask for additional days if needed).

Arrange the handover of your previous home with the landlord
→ Apartment handover: what should I look out for?

Arrange the handover date for your new home

Organize a plumber for the removal of your washing machine
Have it connected by a professional to protect you in case you need to claim for damage.

Organize workmen to carry out any necessary repairs to your previous home
Step 3: moving day

- Have tools and maybe a cordless screwdriver handy for dismantling and assembly work, plus nails and screws.

- Take cleaning materials and equipment with you (cloths, bucket, cleaning products, vacuum cleaner, etc.).

- Don’t forget tools for filling wall plug holes
  → Fill drilled holes and screw holes to a professional standard

- Organize trolleys, blankets and straps to transport belongings securely

- Prepare a first-aid kit for the move (better safe than sorry)

- Organize refreshments for the helpers

- Reserve a parking space
  → Reserve a parking space for the move using no-parking signs

- Organize one to two lamps including light bulbs and extension cables so that you have a light source when you first move in, and install light fittings.
  → How to install light fittings correctly in Switzerland

- Bring protective covers and boxes for moving and assembling furniture

Step 4: cleaning your old home

- Cleaning the old rental property
  Most Swiss people will clean their old home themselves. It takes a lot of work. A cleaning company will save you many hours and will provide a handover guarantee. Quotes for a professional cleaning company to clean a 3-room apartment typically start at 800 francs.

  → Swiss people usually complete the move themselves
  → End-of-tenancy cleaning with handover guarantee
  → Request quotes from cleaning companies for end-of-tenancy cleaning

- Ask your landlord how you should leave the rental property
  Is a basic or deep clean required? If you are doing it yourself, the main items to be cleaned are:
  - Oven and hob
  - Empty refrigerator completely / defrost freezer
  - Dishwasher and filter
  - Extractor hood and other air fans or vents
  - WC, shower / bathtub
  - Radiators, sills, shelves and door frames
  - Window cleaning
  - Floor cleaning
  - Garage, basement, attic, letter box and parcel box

  → What does “swept clean” mean in Switzerland? Definition in the context of an apartment handover
  → End-of-tenancy cleaning: the information you need
  → Window cleaning: tips for sparkling windows
  → Floor cleaning tips
Step 5: post-move planning

Handover

☐ Compile the inspection report together with your landlord and record defects during the walk-through:
  − If the landlord notes damage or problems during the inspection, report the damage to your personal liability/home contents insurance provider.
  − It’s good to know that if you make a claim you also have 14 days in which to cancel your personal liability and/or contents insurance.
  − Want to know how much you have to pay for any tenant damage? The service life table serves as a reference here.

  ➔ Compare contents and personal liability insurance
  ➔ What does “normal wear and tear” mean in the context of rented apartments?
  ➔ Service life table for tenant damage in apartments and houses

☐ Hand over old keys (including any additional ones you have had cut at your own expense)
  ➔ Key lost in Switzerland: what to do and who pays?

☐ Receive your new keys

Other points to note after the move

☐ Registration in the new municipality

☐ Reclaim your rental deposit if you have not already done so.
  ➔ Deposit: 7 questions – 7 answers

☐ Check the initial rent and contest if necessary within 30 days
  ➔ What should I bear in mind after moving home?

☐ Furnish your home
  □ ➔ Install light fittings
  □ ➔ Hang pictures
  □ ➔ Set up your living room

☐ Organize a small dinner for the people who helped you

☐ Fit nameplates (if not already done by the landlord)

☐ Make sure that you have notified all of the necessary authorities and service providers of your change of address
  ➔ Change of address when moving – the ultimate checklist

Let Comparis help: quotes for moving and cleaning services

You can save a lot of time and money by hiring a moving and/or cleaning company. You can request up to five quotes for your move free of charge via Comparis.

 ➔ Discover our guide to moving now