Checklist for families

1 week before departure

<div style="float:right">Notes</div>

☐ *Notify the office for the registration of residents (Einwohnermeldeamt) in writing.*

☐ *Put aside travel documents, tickets, original documents, keys, personal telephone book, invoices, toiletries, medicines, money and clothes for the journey.*

☐ *Make arranges to hire a car, if necessary.*

☐ *Organise transport to the airport or railway station.*

☐ *Notify neighbours and the caretaker of the date of your move.*

☐ *Organise sufficient drinks and sandwiches for the day of your move.*

☐ *Dispose of any inflammable or toxic cleaning agents and paints.*

☐ *Disconnect refrigerators and freezers at least 24 hours before you move.*

☐ *Return and request the turn of borrowed/lent items such as books, CDs etc.*

☐ *Pick up clothes from the dry cleaner's.*

☐ *Put aside brooms, cloths, rubbish bags and cleaning agents.*

☐ *Have a look at the checklists.*

☐ *Issue a written power of attorney to a person of your trust or to a lawyer if anything needs to be settled in your absence.*

☐ *Notify colleagues, suppliers, customers.*

☐ *Get confirmation of dates for jobs commissioned from workmen and domestic cleaners.*

☐ *Arrange a date with your landlord for handing over the keys.*

☐ *Return keys and corporate identity cards.*

☐ *Fix schedule for company car.*

- [ ] *Return telephone junction box and modems etc. if this cannot be done only after you move out.*
- [ ] *Everything OK with your new home?*
- [ ] *Draw a map showing the location of your new home and where the furniture is to go.*
- [ ] *Have you arranged dates for handing over the keys and making relevant payments?*
- [ ] *Organise a handyman and a cleaner for the day you move in.*
- [ ] *Is the telephone line up and running?*
- [ ] *Have you confirmed the hotel and the flight dates?*
- [ ] *Give away, distribute toys.*
- [ ] *What are you going to do with your pet on the day you move?*
- [ ] *Pack children's suitcase (favourite toys, CDs, books, sweets)*
- [ ] *What are the children doing on the day you move?*
- [ ] *Make arrangements for saying goodbye at school, at the nursery*

Notes

We'll be pleased to organise all this for you!