

### Checklist for families

#### **The day you move**

- Take care not to pack travel documents and utensils in error.
- Cover sensitive floors.
- Empty the letterbox.
- Take final readings of meters to send to utilities for final settlement.
- Cupboards, basement, loft empty? Have you forgotten anything?
- Give the keys to your apartment to authorised persons.
- Make a record of damage occurring during the move.
- Charge mobile phone, store new numbers.
- Prepare and pack sandwiches for the day you depart.
- Do your children need time to say “goodbye”?

#### **The day of your departure**

- Do you have your ticket, passport, money?
- Verify flight data.
- Plan enough time to get to the airport or railway station.
- Inform your contact at your destination.
- Have you forgotten anything?
- Pack handkerchiefs.

### Notes

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