

MOVING DAY- CHECKLIST



The big day is here! A structured approach will help make your move stress-free and efficient.

MOVING DAY – FINAL STEPS WITH OUR CHECKLIST

■ READ METER READINGS IN BOTH APARTMENTS

- ✓ Record the electricity, water, and gas meter readings in both the old and new apartment.
- ✓ Take photos of the readings to avoid any misunderstandings.
- ✓ If necessary, shut off the main connections in the old apartment.
- 📌 Tip: Write down the readings and report them directly to your energy provider.

■ INSTRUCT HELPERS & ASSIGN TASKS

- ✓ Give clear instructions to Wiener Möbelpacker or private helpers.
- ✓ Pay special attention to fragile or valuable items.
- ✓ Organize moving routes – which room should be cleared first?
- ✓ If an elevator is available, ensure it can be used for the move.
- 📌 Tip: A well-coordinated move will be faster and more efficient!

PREPARE THE NEW APARTMENT

- ✓ Ensure that lighting is working in all important rooms.
- ✓ Have toilet paper, soap, and towels available in the bathroom.
- ✓ If the floor is delicate, protect it with cardboard or plastic sheets.
- 📌 Tip: Set up a few folding chairs so helpers can take short breaks.

LEAVE THE OLD APARTMENT CLEAN

- ✓ Remove any coarse dirt and sweep the floors.
- ✓ If needed, wipe down the kitchen and bathroom.
- ✓ If furniture or large items are left behind, check with the landlord.
- 📌 Tip: Keep a small cleaning kit with a broom, cleaning supplies, and trash bags ready.

FOOD & DRINKS FOR MOVING HELPERS

- ✓ Provide enough water, coffee, and snacks.
- ✓ If the move takes longer, organize a simple meal like sandwiches or pizza.
- 📌 Tip: Well-fed helpers work faster and stay motivated!

FINAL WASTE DISPOSAL & BULKY ITEM CHECK

- ✓ Dispose of any remaining trash or take it to the waste collection site.
- ✓ If bulky furniture or electrical appliances are left over, arrange for disposal.
- 📌 Tip: Bulky waste pickup can also be arranged after the move if needed.

PREPARE FOR THE KEY HANDOVER

- ✓ If not done yet, schedule a handover appointment with the landlord or new tenant.
- ✓ Make any final repairs or minor touch-ups if necessary.
- ✓ Have the last documents ready, such as:
 - ✓ Rental contract
 - ✓ Apartment handover protocol
- 📌 Tip: Before handing over the keys, take photos of the empty apartment for documentation.

CONTACT INFORMATION

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