



DC-UMZÜGE MOVING GUIDE

Moving checklist

Step by step

A clear plan for dates, belongings, packing, moving day and your first tasks in the new home.

YOUR PERSONAL WORKING COPY

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Tick off completed items, add your own dates and discuss any special requirements early. The timings are guidance only and are not binding deadlines.

01

START EARLY

Clarify timing, scope and responsibilities

- ☐ choose a possible moving date or time window
- ☐ compare your current and future living arrangements
- ☐ record both addresses in full
- ☐ estimate the floor area, rooms and volume of belongings
- ☐ check floors, lifts, stairs and access
- ☐ identify safes, antiques and other special items
- ☐ decide whether you need packing, assembly, parking suspension, an external lift or storage
- ☐ request a moving quote
- ☐ arrange a survey for a more extensive move
- ☐ assign responsibilities within the family or group of helpers

02

CONTRACTS AND ADDRESSES

Prepare administrative changes

- ☐ check tenancy or handover dates
- ☐ clarify electricity, water, heating and telecommunications
- ☐ notify insurers
- ☐ update banks and payment services
- ☐ inform your employer, school or childcare provider
- ☐ review doctors, clubs and subscriptions
- ☐ arrange mail forwarding
- ☐ clarify vehicle registration and address registration matters

03

REVIEW YOUR BELONGINGS

Only move what you need at the destination

- ☐ work through one room at a time
- ☐ clearly mark items that are moving with you
- ☐ consider storage for items needed later
- ☐ organise items to sell, give away or dispose of separately
- ☐ use permitted disposal routes only
- ☐ define any commissioned disposal clearly in the quote

04

PACKING

Label every container clearly

- ☐ obtain packing materials in good time
- ☐ divide heavy contents between several boxes
- ☐ protect fragile items individually
- ☐ label containers by room and contents
- ☐ keep important documents separate and carry them personally
- ☐ keep medication and everyday essentials within reach
- ☐ keep screws and small parts with their furniture
- ☐ prepare sensitive equipment according to the manufacturer's guidance
- ☐ prepare fridges and freezers in good time

05

ONE WEEK BEFORE THE MOVE

Confirm access and everyone involved

- ☐ reconfirm the date and contact people
- ☐ check the parking suspension and any required permits
- ☐ clarify keys and access permissions
- ☐ reserve lifts or loading zones where necessary
- ☐ inform neighbours or building management where necessary
- ☐ start dismantling furniture according to the agreed tasks
- ☐ check the inventory of special items
- ☐ keep the new address and contact details to hand

06

THE DAY BEFORE

Keep personal essentials separate

- ☐ do not place valuables or documents with general moving goods
- ☐ keep clothing, toiletries, chargers and medication separate
- ☐ clear all routes
- ☐ protect floors and sensitive areas where this is your responsibility
- ☐ only disconnect water connections and appliances correctly
- ☐ record meter readings and condition where needed
- ☐ name an available contact person for moving day

07

ON MOVING DAY

Check agreements and completeness

- ☐ ensure access at both addresses
- ☐ keep the contact person available
- ☐ identify special items again
- ☐ check the agreed scope of work
- ☐ check every room before departure
- ☐ record key handovers
- ☐ explain the room allocation at the destination
- ☐ raise any visible discrepancies or damage immediately
- ☐ agree any additional work clearly before it begins

08

AFTER THE MOVE

Close outstanding tasks in an orderly way

- ☐ check the belongings and agreed services
- ☐ only commission important appliances and connections correctly
- ☐ return or dispose of packing materials as agreed
- ☐ complete outstanding handovers
- ☐ check address changes
- ☐ keep track of storage and later delivery dates
- ☐ keep all documents relating to the move organised

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Plan the next step together

For a tailored quote, provide the date, both addresses, property size, floors, lifts, special items and the services you require.

dc-umzuege.de · +49 661 61884 · info@dc-umzuege.de

Your notes

Please note: this checklist supports practical preparation. Legal deadlines, permissions and specialist work must be checked with the relevant authority or professional.