

# My Ultimate Moving Checklist

## 3+ Months Before The Move

- ☐ Print out this to-do list
- ☐ Sign the new rental agreement
- ☐ Measure the rooms of the new apartment
- ☐ Terminate the old lease (check when is the latest possible time to terminate)
- ☐ Consider time to fix-up work in your new home
- ☐ Inform your kid's school if there is a change
- ☐ Book a craftsman for renovation work, or set time for your own
- ☐ Cancel internet / satellite / landline in old home

## 2+ Months Before The Move

- ☐ Plan and agree on moving-in and moving-out dates (try to avoid double rent)
- ☐ Take vacation day(s) for the day of the move
- ☐ Organize a moving van & movers (either a moving company or friends & family)
- ☐ Ask friends about boxes that they can spare.
- ☐ Obtain and compare offers from moving companies
- ☐ Plan which furniture should be packed, stored, left in the old apartment, or sold
- ☐ Check carefully what you want to keep
- ☐ Check kitchen situation
- ☐ Plan your new interior - make it beautiful
- ☐ Search and order new furniture (consider delivery often takes 4+ weeks!)

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## 1+ Months Before The Move

- ☐ Think about completing your move checklist and to approach it practically
- ☐ Deregister from any required utility service such as electricity, telephone, water,
- ☐ Compare and choose internet / telephone / electricity / water and gas utility company
- ☐ Change direct debit authorizations at the bank (if any)
- ☐ Submit a forwarding order to the postal office
- ☐ Inform contract partners (insurance, banks, etc.) about new address
- ☐ Order new business cards and address labels
- ☐ Cancel / change / close subscriptions and memberships (gym, ..)
- ☐ Make an appointment to hand over the apartment
- ☐ Complete outstanding tasks (see previous move checklists)
- ☐ If furniture is to be stored, determine the space required and ask KingKho.com for space
- ☐ De-register at the old residents' office and keep the confirmation in a safe place
- ☐ Organize babysitters for the day of the move

## 3-4 Weeks Before The Move

- ☐ Organize moving boxes and packing materials (KingKho can help)
- ☐ Apply for a no-parking zone for the day of the move for the old and new apartment
- ☐ Request a bulky waste transport if needed
- ☐ Put excess furniture or items in mini storage (if required)
- ☐ Schedule final renovation work (if any)
- ☐ Verify the date of the move with friends and moving helpers again
- ☐ Organize and provide the tools required for the move

## 1-2 Weeks Before The Move

- ☐ Roll up your sleeves, this is getting exciting now
- ☐ Eat food and whatever is in the fridge and freezer
- ☐ Organize some food and drinks for the moving helpers
- ☐ Pack and label cardboard boxes (start early!)
- ☐ Disassemble larger pieces of furniture, and protect them sufficiently
- ☐ Remove the lamps and pack them, temporarily only use ceiling lights
- ☐ Paint/wallpaper your old home (if required)
- ☐ Cover sensitive floors with blankets/old towels
- ☐ Get ready for the final cleaning of the apartment (cleaning products)
- ☐ Final confirm the handover time of your old apartment
- ☐ Carefully pack the last things and plants one day before the day of the move
- ☐ Do the handover of the new home, incl. meter readings (!)

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## The Moving Day

- ☐ Breathe in, breathe out, stay relaxed, and always smile
- ☐ If possible put on some music - this always helps to ease the mood
- ☐ Coordinate the entire process and make sure that everyone always has something to do
- ☐ If friends & family are helping, distribute jobs evenly
- ☐ Provide enough to drink and eat
- ☐ Provide enough garbage bags
- ☐ Clean the old apartment after moving out
- ☐ Take a final farewell selfie in your old home
- ☐ Handover of the old apartment and reading of the meter readings
- ☐ When moving into the new apartment, check for damages on walls, floors, windows,..
- ☐ First set up the large furniture in the new apartment
- ☐ Place boxes in the associated rooms
- ☐ Once the move is done, throw a round of drinks for all your helpers

## Final Checklist After The Move

- ☐ Unpack, set up, make dreams come true
- ☐ Label your doorbell (if any)
- ☐ Register the car (if any)
- ☐ Register new address at resident's office (bring de-registration)
- ☐ Inform friends & family about your new address
- ☐ Inform business partners about your new place of residence
- ☐ Possibly take out new home insurance for the apartment against fire, damage, theft
- ☐ Pick up and set up temporarily stored furniture, pictures, and objects if necessary
- ☐ Fold cardboard boxes and store them
- ☐ Introduce yourself to your new neighbour
- ☐ Celebrate your new life chapter with a housewarming party
- ☐ Exhale.. all is done, rejoice and relax!

**Vietnam's 1st Mini Storage Operator**

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