

Moving On Booklet 2025



Tips On How To
Have A Stress Free House Move
in Switzerland

www.NewInZurich.com

Christina Fryer

Introduction

Planning Your Move

- Whatever people may tell you, moving can be stressful. However, a little bit of planning and preparation can make all the difference – and this is especially true in Switzerland.
- This guide is a non-exhaustive guide to helping you plan your house move with tips & advice & a handy check list.
- Do not under-estimate the effort involved, because as well as the work you will be doing now, you will also have boxes to unpack at the other end, so plan accordingly!
- We highly recommend using **professional cleaning services & packers**. Rates can vary widely so ideally get 3 quotes.
- Also, always make sure that your **cleaning company gives you a “Guarantee” and that they are present at the**
- **“Handover”**. If you can’t be present at handover yourself, make sure to appoint a Power of Attorney - someone you can trust to be there for you.
- Do **read through your tenancy contract** thoroughly – each one is different and you may be required to do certain things such as filling your oil tanks etc before you leave - all of which requires a little planning to accommodate delivery lead times.
- You can only terminate your rental contract free of charge at the end of your lease with a notice period. The notice period is written in your contract and is usually (but not always) 3 months. Therefore, your landlord must receive your request **via registered (EINSCHREIBEN) delivery** at least 1 working day before the start of the notice period. If you leave earlier, you have to find a new tenant, and advertise the apartment and organizing viewings.

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Planning Your Move

- In Switzerland not only are there **set dates for moving** out of apartments and houses in most cases, but as an expat you often want to divest yourself of many of your possessions before you move to your next destination, whether that be a return home, a new posting overseas or a move elsewhere in Switzerland. Knowing where to go to sell or donate your unwanted possessions is important.
- Another tip is to make sure you already have “Third Party Insurance” - **Haftpflicht**.
- Wishing you all the best for a smooth transition to your next destination.

This Booklet covers the following topics:-

- Giving notice on your house or apartment
- Gemeinde & the “Abmeldebestätigung”
- How and where to sell or donate goods
- Banks, Post Office and Insurance
- Cancelling services
- Your car or motorbike
- Cleaners
- Packers
- Handover
- Your next destination

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Check List for Your House or Apartment

- **Read through your contract CAREFULLY!** Every contract is different and even if your neighbour next door lives in an identical house with the same landlord there can still be differences in your contracts. If necessary, pay to get it translated.
- Notice can usually only be given at certain times, according to your contract. In most cases 3 months notice **before the end of March, June & September**. However, contracts vary quite considerably so the important thing is to check **yours!**
- Send your NOTICE letter to **ARRIVE** by **Registered Post (Einschreiben)** by the **last working day** before the **3 months notice** period starts. Make sure to send it **registered!**
- Do not forget to cancel garages, parking spaces & permits
- You are responsible for paying the rent until the end of contract (or until you can find a new tenant instead). If necessary, talk to the agent about procuring a tenant and advertising.
- You are responsible for showing the apartment to prospective tenants.
- Check the contract for any '**special clauses**'
- Your contract may need you to service the dishwasher / washing machine and to fill up the oil tank (of you have one)
- If in doubt or needing clarification, check with your landlord
- Get 2 or 3 quotes for packers/movers - prices vary wildly
- Ask around for recommendations if possible
- Michael Silbermann, www.HelpingHand.ch 043 443 17 37
- Helping Hand also offers storage facilities in Ebmatingen.
- ReloSwiss: www.reloswiss.com 071 290 1277
- Packimpex www.packimpex.ch 058 356 14 14
- Crown Relocations: www.crownrelo.com/switzerland/en-ch



Planning Your Move

- Fairtrans www.fairtrans.ch 043 321 16 00 and Subito subito-umzuege.ch operate mainly in Switzerland and come recommended
- Get 2 or 3 quotes for cleaners e.g.
- John Shepherd, Diamond Cleaning www.diamondcleaningch.com 077 471 90 40 or 044 536 02 17 Email: diamondcleaningch@gmail.com
- ZueriClean, www.zuericlean.ch 076 413 6183 or 043 538 5680
- Make sure you have **all your keys** or contact Landlord to order replacements (if your Landlord will agree)

Gemeinde

- You have to de-register at your local Gemeinde. or if you live in Zurich at Kreisbüro 1 to get the Abmeldebestätigung. You typically do this 3- 4 weeks before you move.
- Take the whole family's passports and all "Ausweise" with you. Not every family member has to be present - just the adults.
- Get "Abmeldebestätigung" for both adults in order to cancel subscription contracts for mobile phones etc. The
- Abmeldebestätigung has to be in the name of each person on any contract you are cancelling
- Make sure that all your tax bills are all paid before you de-register
- You will have to hand your "Ausweis" back.

Cancellations:

- Cancel electricity. Ask the electricity board to send somebody round during the Handover. The meter will be read and the amount can be paid immediately.
- Cancel internet / TV / telephone and cable services
- Cablecom / Sunrise etc will accept a cancellation if you send them an "Abmeldebestätigung" from the Gemeinde. Don't forget to send the Modem back.
- For mobile phones subscription contracts you need the "Abmeldebestätigung" to cancel. The name of the person

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Cancellations

- The **Abmeldebestätigung** is the document from your Gemeinde you need for cancelling services.
- Many cancellations can be done online.
- Cancel House / Car / Medical /Dental / Pet insurances
DO NOT cancel the Third Party (Haftpflicht) insurance until after the Handover.
- **Post Office & Bank**
- Do not cancel the main bank account, which is in the name of the person who has signed the lease as this has to be kept open until everything is settled with the house/apartment.
- Close other bank accounts in writing or in person.
- Don't forget to cancel all credit and debit cards at the same time
- Have your post re-directed. Fill in the re-direction form at the Post Office before you leave. You will need some form of identification.
- **Cancellation of Services**
- Cancel newspapers & magazines
- Cancel Gym Membership
- Cancel GA and get refund
- Use up Coop Points and any bank "points or coupons"
- Use up Migros voucher coupons
- Cancel Club memberships
- Take back library books & de-register
- De-register from any online services
- Cancel all services, like gardener, cleaning lady
- Pick up dry cleaning etc.
- Pay any outstanding bills

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- Nail Treatments
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- Facial Treatments
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- Customised Men Treatments
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- Acne, Red Vein and Pigmentation Treatments
- Skin Photo Rejuvenation
- Non-Surgical Face Lifting

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Cars and Motorbikes

- Pay any outstanding speeding fines.
- Advertise your car (with photos & as many details as possible) ASAP on ICS PA Facebook or various expat sites, and at Migros/Coop, Autoscout or ask at your garage.
- When you have sold your car, send your number plates together with your “Fahrzeugausweis” either to the Strassenverkehrsamt or you can leave them at the Main Post Offices, i.e. Zurich 1, Sihlpost; Post office in Meilen or Uster.

[See details about returning your licence plates in this link](#)

Road Tax Refund: email finanz@stva.zh.ch with your first name, Surname, Address, Bank and your IBAN-Number. The name of the registered car owner must match the name on the bank account

- Your car insurance will be informed once you have given back the number plates
- Your driving licence is sent to your home country in most cases or if you have an American one you can simply remove the sticker

Caroline Rohwer

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Selling & Donating Household Goods

- **Household Goods, Selling, Donating & Recycling**
- Start early to get rid of excess “Stuff”
- Do not forget cellars, attics, garages, garden furniture etc.
- Get plenty of black bin liners & Abfallmarken & give any excess to your neighbours when you’ve finished
- Sell electronics & take broken ones back to electronic shops or Recycling Centres
- You will sell much quicker if you take photos of everything!
- Create a Facebook account and take photos of all you want to sell. Advertise on ICS PA Facebook site
- Then use the link on various Ziurich expat Facebook sites
- www.ricardo.ch or Gratis Inserat www.gratisinserat.ch/
- Consider having an “Open House” or “Garage Sale”
- Lots of families are moving out at the same time so price your goods to sell – usually about 1 /4 to 1/3 of the retail price is a good benchmark
- Check your local House Collections for clothes donations or give to charity, refugee charities, take to Recycling Centres or to Clothes Banks eg Tiefenbrunnen, Dietlikon, Forch
- Broken / unwanted items can be taken to Recycling Centre & you pay for them to take them according to weight
- KEZO in Hinwil take large loads of rubbish
www.kezo.ch/abfall/
- Take goods to Brockies e.g.Dübendorf, www.emmaus-zuerich.ch or www.stadt-zuerich.ch/a0z/de/index/shop/brockenhaus.html Brockies may collect large pieces of furniture from your house depending on what they are & the material they’re made of

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Packers Etc

- Before the packers arrive make sure you have a roll of stickers & Post Its to label where you want things to go at final destination
- Make sure that packers do not pack things that belong to the house (baking trays, glasses in the bathroom, microwave - or your personal effects) – label accordingly.
- Keep the luggage you will be using to travel and your **passports** separate and make sure they don't get accidentally packed!
- Keep all your “going away” stuff in one place and put a large sticker on top to make sure the packers don't accidentally pack

Handover

- Arrange date for the handover with the agency ASAP at least three weeks before moving out
- There are plenty of places to give away, or charities to donate goods to or you may prefer to sell
- ICS PA Facebook Group
- Other Expat Facebook Groups
- Notice boards at Migros and Coop
- www.brocki.ch - list of Heils Armee Brockies in Switzerland
- www.auszweiterhand.ch/ - list of Brockies all over Switzerland including various in and around Zurich
- Further resources are available on www.NewInZurich.com including lists of Brockies and practical information.

Hapftpflicht Insurance & Mieterverband

- In case of any damage, inform your insurance company & check if you are able to claim via your **Hapftpflicht insurance**
(you usually need photos of the damage etc.)
- All outstanding invoices for any repair work need to be paid before you get your deposit back.
- You have to pay the utilities pro rata
- You may want to consider joining the Mieterverband
www.mieterverband.ch
- Membership is CHF 100 per year and they offer a number of services to support tenants. If you don't join them it is highly recommended to book them to come to your Handover for a fee. They have an office in Zurich and most (but not all) speak English.
- www.mieterverband.ch Tel 044 296 90 20



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Some Tips

DO speak to your landlord if you have any queries regarding the lease or are unsure of anything.

DO NOT deliver your termination letter any other way except via recorded delivery to arrive before the last Friday of the designated time period.

Book a cleaning company for 'Final Clean' & make sure they will give you a '**Guarantee**' that the work will be to the Landlord /new tenants' satisfaction & **that they will be present throughout!**

John Shepherd of Diamond Cleaning 077 471 90 40 or 044 536 0217 www.diamondcleaningch.com offers all the above

You normally pay the Cleaning company in cash at the end of the cleaning once you are satisfied

You are expected to **hand the house back in the condition it was in when you moved in**, allowing for normal 'wear and tear'

For the handover everything has to be cleared and cleaned (don't forget cellars & attics even if you haven't used them)

Gardens, balconies & terraces need to be weeded and the grass cut, etc. (check your contract for any stipulations)

You are responsible for returning everything to its original condition, even taking down light fittings etc., unless the next tenant agrees to take them over. Make sure you have a full set of keys to return or order replacements in good time.

Handover

- Be present at the handover
- Or arrange to give '**Power of Attorney**' to someone you trust
- Have **all your keys** ready at the handover

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Next Destination & Final Goodbyes

Your next destination

- Research schools & accommodation for your next destination as early as possible
- Organise any vaccinations if necessary
- Book flights etc
- Visit vet & check Pet Passport & vaccinations are up to date for your pets
- Give notice to ICS as soon as possible.

Final Goodbyes

- Inform friends & family of your new address
- Make sure you have contact details of everyone you want to keep in contact with
- Organise a Leaving Party / dinner
- Organise a party for the children too
- Make time for your children to say their farewells to people and places that are special to them
- Take photos & visit places, restaurants, museums etc that you've been meaning to
- If you can, book yourself into a hotel for the last two nights & enjoy your last moments in Zurich (moving IS stressful) and you're worth it!

Resources

- <http://www.mieterverband.ch> - Mieterverband - advice & help with landlord / tenant disputes
- www.beobachter.ch - Information & resources (e.g. fact sheets in German), some covering issues regarding issues with rental properties etc

Support Material for Families & Children Moving

Books

- There are a number of books covering the subject of leaving and moving on. If your child is finding the whole situation difficult you may want to take a look at some books which tackle this subject.

Examples of books about families moving include the following:

- Half a World Away by Libby Gleeson
- A New Room for William by Sally Grindley
- Abel's Moon by Shirley Hughes
- We Just Moved by Stephen Krensky
- The Mystery of the Cupboard by Lynne Reid Banks
- The Blue Horse by Marita Conlon-McKenna
- I'm not Moving Mama by Nancy White Carlstrom
- Going to Move by Laurence Yep
- The Railway Children by Edith Nesbit

There are also a number of websites which offer support:

- www.transition-dynamics.com
- www.interactionintl.org
- www.expatica.com

“To get through the hardest journey we need take only one step at a time, but we must keep on stepping” *Chinese Proverbs*

Example of A Termination Letter

<Name>

<Address> <Date>

Kündigung

Sehr geehrte Damen und Herren,

In Bezug auf unseren Vertrag möchte ich hiermit meine Kündigung einreichen. Ich werde am Ende <month> <year> aus der oben genannten Wohnung ausziehen.

Ich bitte um eine schriftliche Bestätigung des Erhaltens dieses Schreibens.

Mit freundlichen Grüßen,

<signature>

Which basically means:

In accordance with our contract I hereby submit my notice of leaving. I will leave the above address at the end of <month> <year>.

I request a written notification of this letter.

You need post it registered. To do this you write EINSCHREIBEN in block letters on the envelope and pay a small charge at the Post Office as otherwise your landlord could very well argue they have never received your notice letter.

At A Glance Check List

Cancellation lease house/garages	By registered letter (EINSCHREIBEN) to arrive by last working day before cancellation period starts, signed by all on contract	Tick here
Get quotes for packers	Get 2 or 3 quotes	
Get quotes for cleaners	Get 2 or 3 quotes and make sure they give a 'guarantee'	
De-register at Gemeinde	Get Abmeldebestätigung for adults. Take passport & Ausweis with you.	
Cancel electricity	Also water & gas if applicable	
Cancel Telephone / TV / Internet & Mobile Phones	Enclose Abmeldebestätigung	
Cancel GA or yearly passes	Enclose Abmeldebestätigung & get refund	
Cancel Bank Account & bank cards	In writing or in person . (Keep one open for deposit)	
Cancel Serafe	Contact https://www.serafe.ch/en/ (TV licence people)	
Cancel Insurance Policies	Except for Third Party insurance (until after Handover)	
Cancel / Change address of any subscriptions	In writing or online	
Arrange handover date	With Agent / Landlord	
Organize Packers	Keep your Passports & 'luggage to travel with you' separate	
Take photos of item you want to sell (inclu. Cars) & advertise online	Try Facebook Groups for Expats and for School and Ricardo.ch	
Donate unwanted goods to charity, Brockies & take broken, unsaleable items to Recycling Centres	Contact Brockies in your area & visit your local Recycling Centre or 'Clothing Banks' etc	
Cancel Memberships of Gym, Golf, Tennis clubs	In writing & in accordance with contract. Need to show Abmeldebestätigung for refunds	

Cancel Coop Supercard	Online or in writing: Coop Supercard, Konsumentendienst, Postfach, 2501 Biel,	
Cancel Migros Cumulus Card	Tel. 0848 85 08 48 or online	
Book hotel / accommodation for final nights	Stay local & ask for recommendations	
Organize Leaving Do	Get kids involved to help you plan	
Have all the keys ready	Make sure all have been found or replacements ordered from Landlord	
Forward Post at Post Office	& Inform your friends & family of new address	
Send Number plate back	Strassenverkehrsamt or Main Post Offices eg Meilen & Uster. Car tax rebate Handout P4.	
Handover	Be present or give Power of Attorney	

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