



## 30 days to go...

Start to sort out things you don't need any more. Used furniture, clothes or household items that are still in good condition and too good to be thrown away can be given to charitable organisations or friends or sold on a flea market.

If you got bulky items to dispose of arrange for the removal of bulky refuse in time. Contact your local authorities to find out about the regulations for the removal of bulky refuse; don't forget to ask whether certain items (refrigerators, etc.) must be disposed of as hazardous waste.

There are many things that can be disposed of for free. You certainly know that there are containers for the disposal of paper and cardboard, PET, glass and tins almost everywhere. Old batteries can be turned in at any shop where batteries are sold. Medical drugs can be turned in at pharmacies.

Household appliances as mixers, stoves, refrigerators, etc. can be disposed of for free at shops that sell such appliances – independently from the brand and shop where they were actually bought. The same applies to office IT equipment (PCs) and consumer electronics (radio & TV sets, LCDs). In many regions/municipalities you can find waste disposal centres where you can dispose of refuse of all kind; in most cases, this should be for free. We recommend to contact the competent authorities and find out about the possibilities of disposal at your place.

Think about informing others about your forthcoming change of address already by now; contact service providers, insurers, etc. to find out about any other changes that need to be done in connection with your change of address. There are many organisations and persons that need to be informed. The following examples should make it easier for you to get an overview:

- friends and neighbours
  - business partners, lawyer, tax adviser
  - public authorities as the registry office of the municipality, child benefit office, tax office, district recruiting office, etc.
  - insurers and/or building & loan associations
  - public utilities (power, gas, water, district heating)
  - health insurance, doctors
  - schools or kindergartens
  - associations and clubs
  - suppliers, mail order companies
  - service providers (maintenance contracts, etc.)
- ...and last, but not least: your bank(s).

You should also arrange for an alternative place to stay for the night and look for reliable persons who can take care of your children or pets if need be.

Please don't forget that it will take some time to fully empty your freezer. At least two days before the moving day, the freezer should be switched off and remain open to allow the device to defrost and condensed water to evaporate so that the device can be moved easily.

Please consider that all contracts in connection with your old home must be terminated or changed in time.

Ask your Internet and telephone service providers how you should proceed to timely and correctly move your installation to your new address or how to apply for a new installation. This will spare you the trouble of being unreachable or not having access to the Internet.



## Check List

### 30 days to go

Start to sort out things you don't need any more.

Arrange for the removal of bulky refuse in time (if any).

What can you dispose of for free? And where?

Inform all persons/organisations, who should know about it, about your change in address:

friends and neighbours

business partners, lawyer, tax adviser

public authorities as the registry office of the municipality, child benefit office, tax office, district recruiting office, etc.

insurers and/or building & loan associations

public utilities (power, gas, water, district heating)

health insurance, doctors

schools or kindergartens

associations and clubs

suppliers, mail order companies

service providers (maintenance contracts, etc.)

...and last, but not least: your bank(s).

Arrange for an alternative place to stay for the night and look for reliable persons, where children or pets can stay.

Use the contents of the freezer up.

Terminate contracts in time.

Arrange for IT and telecommunication services in time.