



# MOVING MADE EASY

IMPORTANT INFORMATION AND HELPFUL TIPS  
FOR YOUR MOVE

# WBM.

Wohnungsbaugesellschaft  
Berlin-Mitte mbH



## YOUR EASIEST MOVE YET.

There are several reasons for moving into a new flat. Enjoying a shorter commute, testing life as a couple, or having more space for the family are just a few. Sometimes you need to move. Other times you just simply want to. Whatever your reason for choosing a new home with Wohnungsbaugesellschaft Berlin-Mitte mbH, we want you to have an easy, stress-free moving experience. That's why we have compiled essential information and many valuable tips on the following pages.

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YOUR CHECKLIST**

# WBM.

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# ORGANISATION IS EVERYTHING

## **GOOD PLANNING IS HALF THE BATTLE**

You've finally found it. The perfect flat. Now that the tenancy agreement is signed you can relax and focus on your new place. But unfortunately, this is often where the real work starts. Safely transporting all of your belongings to your new home is one thing. Before the actual move, you also need to cancel your utilities, contact your phone provider, notify your local council and prepare the handover of your old flat.

Our moving guide helps you with everything for your move: from basic planning to important tips, useful postcards and a practical checklist so that you don't forget anything during this hectic time, thus allowing you to start enjoying your new home even sooner and without unnecessary stress.



### EXTRA: YOUR MOVE IS ON THE CARDS

You also want to stay in touch with as many people as possible when you move. The local council and your energy suppliers need your new address. Letters should find their way to your new doorstep and your friends need to know where they can soon visit. But you're also busy and seldom have time to take care of these things yourself. We have a solution: ready-made moving announcements and postcards. So you can remain focused on what counts: your move!

### ALL IN PERFECT ORDER

The best move is the one with a good plan. Plan ahead and consider what needs to happen when. From the initial overview to your actual moving day. Step by step. Take your time while getting organised so that you don't forget any important details.

We have listed the main steps below with a general timeline. You should be as relaxed as possible for your move. We're here to help.

### THREE MONTHS IN ADVANCE:

- Give notice on your tenancy agreement on time
- Plan and organise any necessary renovations

### ONE MONTH IN ADVANCE:

- Prepare your move
- Read your energy meters and cancel your utilities

### ONE WEEK IN ADVANCE:

- Submit forwarding request to post office
- Pack your belongings
- Send out housewarming invitations

**THINGS TO REMEMBER FOR YOUR MOVE****GOVERNMENT OFFICES**

Resident registration office

Traffic office

German pension office

As applies:

Employment agency, offices for social welfare, child benefits, student loans (BAfoeG)

District recruiting office

**BANK**

Current account

Savings account

Change/cancel direct debit authorisations and standing orders

Credit cards and customer cards

**EMPLOYER****SCHOOL AND PRE-SCHOOL****CHURCH, ASSOCIATIONS, MEMBERSHIPS****INSURANCE**

Health insurance \*

Change/update household and liability insurance

Motor insurance

**FORWARDING REQUEST** (post office)**MOBILE PHONE, LAND LINE**

Change address (consider less expensive provider)

Remember to cancel/move DSL connection, flat rates etc.

**ENERGY SUPPLIERS \***

Report final meter readings

Power (consider less expensive provider)

Gas (consider less expensive provider)

**SUBSCRIPTIONS** for newspapers and magazines (new address) \***GEZ** (radio and TV licence fees)**CABLE TV PROVIDER****NOTIFY FRIENDS AND FAMILY \*****TRANSPORTATION AND MATERIALS**

Removal company, boxes, blankets and pads, straps, sack barrow

**NOTIFY YOUR NEIGHBOURS AND BUILDING CARETAKER****CHECK PARKING, CLEAR STAIRCASE, ENSURE USE OF LIFT**

Items listed with an \* can be done effortlessly using the enclosed postcards.

# DO YOU ALREADY KNOW ABOUT OUR OTHER GUIDES?

**ORDER YOUR GUIDE HERE:**  
**030. 24 71 41 69**  
or **info@wbm.de**



## GETTING PESTS UNDER CONTROL

Useful tips for pest control



## DOG, CAT... HOUSE

A wild how-to guide to having pets in rental apartments



## EVERYTHING THAT COUNTS

All about operating costs



## REALLY LET OFF STEAM

Everything you need to know about the right climate in your own four walls



## APARTMENTS FOR SENIORS IN BERLIN

A relaxing place to grow older



## BETTER SAFE THAN SORRY

Safety tips for your home

## HERE'S TO GOOD NEIGHBORS

Tips and rules to create a good neighborly environment in apartment buildings



## OPEN UP. LOOK AROUND. MOVE IN?

Important information about your apartment viewing



## IS THIS VALUABLE OR CAN I DISPOSE OF IT?

Helpful tips. It's all about waste.

