

EWB

Esslinger Wohnungsbau GmbH

IT'S GREAT THAT YOU HAVE DECIDED ON AN EWB FLAT.

Our checklist will help ensure you won't forget anything during the stress of moving:

Two months before the move

- Apply for leave for moving day.
- If you have small children: Arrange a babysitter for the day of the move.
- Clear out the basement and attic.
- Create a cost plan for the move.
- Organise a moving company or transport option.
- Notify clubs or other organisations of which you are a member of your new address.
- Register the telephone and internet in your new flat.
- Set up a forwarding order so your mail moves with you.
- Take out all the necessary insurance (household contents/liability insurance) or inform your insurance company of the new address.

Two weeks before the move

- Arrange a handover date with your contact person so that the handover can take place on time.
- Buy or borrow enough moving boxes.
- Pack your moving boxes and label them according to the rooms.
- If necessary, report bulky and electronic waste: Waste management Abfallwirtschaftsbetrieb Esslingen, phone 0800 931 2526 or online www.awb-es.de/abfuhr
- Use up supplies and think about taking care of your movers with food and beverages.
- Measure the old and new staircase and calculate whether there is enough space to transport the furniture.



CHECKLIST

FOR A RELAXED MOVE



The week before the move

- Introduce yourself to your neighbourhood in good time so you ensure things will run smoothly. Inform them that you are moving in and clarify any rules such as cleaning the stairwell.
- Prepare a furniture layout plan so all your furniture pieces are placed in the right place right away.
- Confirm the appointment with the helpers and craftsmen again.
- Install light bulbs in the new flat.
- In summer: Water the plants a day before.

- Hang up the furniture layout plan in the new flat and instruct the movers.
- First set up the furniture in the new flat and then carry in the boxes.
- Clean the stairwell of the old and new apartment building.
- Clean the old flat after clearing it out.
- Make a note of the meter readings for electricity, gas and, if applicable, water in the old and new flat and send them to the utility company.

After the move

- Register with the residency office within the statutory period (two weeks). Also remember to register your car.
- Dispose of the rubbish generated during the move in a sorted and environmentally friendly manner. You can reuse undamaged moving boxes yourself or give away/sell them.

WE ARE HERE FOR YOU

Opening hours:

Monday, Tuesday, Thursday	9 am to 12 pm and 2 pm to 4 pm
Wednesday	closed
Friday	9 am to 12 pm

Appointments with employees are generally only possible by prior arrangement.

Our head office can be reached by phone and email at:

0711 931884-0 or info@ewb-es.de

Further information about our range of services can be found on our website: www.ewb-es.de



EWB Esslinger Wohnungsbau GmbH
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The day of the move

- Cover and protect the floors of the old and new flat.
- Transport personal belongings in your own vehicle.
- Have food and drink ready for the movers.
- Have cleaning supplies, rubbish bags, a tool box and a basic set of first aid supplies ready.

