



DB SCHENKER *move*

Advisor Private Relocations
Our tips from A to Z

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Old clothes/bulky refuse/special waste

Thoroughly sort out what you would like to dispose of ahead of the move. This saves removal costs. Find out from your local authorities what options there are and how disposal and recycling are handled.

Moving abroad

Visa: Apply for a visa for yourself and your family if required at the consulate of the country you are moving to.

Vaccinations: Before moving abroad it is advisable to go for a general check-up. Your family doctor will take care of the necessary vaccinations and prescribe medication if necessary.

Customs questions: We can inform you about import regulations for your car, electrical appliances, valuables, pets, plants etc.

Health insurance: Apply to your health care organization for an overview of services available.

Passport: Check well ahead of the move that your documents are still valid.

Work permit: Obtain your work permit from your new employer.

Insurance: Talk to us about transport insurance.

Storage: Should you not be able or not wish to take certain items with you, you can have them stored.

VAT refund: Purchases made before the move can be exempt from VAT in some cases. You can find out more from your contact partner.

Receipts

Keep all receipts obtained in connection with removal expenses for your next wage or income tax return.

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Moving into the new home

Make a plan of how you would like to furnish your new home.

Curtains/carpets

Clean the curtains and carpets well ahead of the move.

Appointments with Craftsmen (Plumbers, Electricians, etc.)

Have these confirmed in writing.

Legal questions

Advice on all legal questions (tenancy agreements, deposits, real estate agent fees or minor repairs) can be found, for example, on www.anwaltonline.com or www.mieterbund.de and on many other internet sites.

Renovation

Clarify in detail whether and which renovation work has to be done before the old home is handed over.

Deep frozen goods

As far as possible, all supplies should be used up before the move.

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Planning the day of the move

On the big day don't forget the following points:

- Organize child care.
- Inform the janitor so that he can assure use of the lift, for example.
- Let the neighbors know the removal dates so that they can be prepared for the disturbance.
- Obtain refuse sacks.
- Personal needs: Things that you need on the day of the move should be packed separately: Keys, clothing, flannel soap and towels, medical case, baby needs, toys, pet food, cleaning equipment etc.
- Pack all valuables separately and transport them as far as possible personally.
- On the day of the move have a small tool bag handy containing hammer, pliers, screwdriver and other tools.
- Provide large plants with a support and water them well once again before the move (except when there is a risk of frost).
- Defrost fridge/deep freeze in time

Removal leave

Apply to your employer for leave well in advance

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Notifying of a change of address

Don't forget to make the necessary notifications of a change of address:

- School/nursery school
- Telephone/cable connection
- Energy provider: Water/gas/electricity/district heating
- Forwarding address for post
- Banks: direct debits and standing orders
- Insurances
- Residents registration office
- Tax office
- Employment office (child allowance / student assistance)
- Newspaper and magazine subscriptions
- Clubs and associations

Sale/handover

Speak to your landlord or new tenant about acquiring facilities such as fitted kitchens, floor coverings, antenna or lighting. Determine if you would like to take anything over from the previous tenant at your new home.