

TOP TIPS

LODGE RELOCATION

10 IMPORTANT REMINDERS WHEN DEPARTING SWITZERLAND

01 **Send your termination letter by registered mail** to reach the owner or real estate agent before the last day of the determined month. This document must be signed by all the leaseholders.

02 **Check your entrance inspection document** and manage the damage that must be repaired (i.e. replacement of broken or missing items, paint work, missing keys, etc.). There are advantages to doing this before the exit, the most important being cost. Keep in mind that your insurance covers only accidental damage.

03 **Engage with a professional cleaner to prepare for your final key handover.** It is important that not only is the apartment clean but the windows, blinds, door frames, skirting boards etc are spotless. Also remember that kitchen equipment is expected to be deep cleaned.

04 **Deregister from your commune before you depart.** The departure certificate you receive from the commune will help you to request reimbursements for any utility or insurance payments due to you.

05 **Cancel all your subscriptions and contracts** (household maintenance, utilities, internet, TV, mobile phones, gym contracts, transport cards...etc). Make sure that you provide a forwarding address and bank account details for all reimbursements.

06 **Cancel all your insurances** (household, car, pet, fire, health) **except for your personal liability insurance**, unless you are sure that there will be no claims made on the property you leased.

07 **Inform your local post office of your change of address** for all family members and organise a forwarding address with them. This is important in Switzerland as you will continue to receive official communication in writing and by post.

08 **Hand your vehicle licence plates back** to the Services des Automobiles in your canton.

09 **Inform the tax authorities of your imminent departure** to avoid any future misunderstandings regarding tax matters.

10 **Keep your bank account open to receive potential reimbursements**, but inform your bank that you are departing Switzerland and will close your bank account as soon as all financial matters are reconciled.