

## **Mover's to do list:**

**Keys** – please hand over all keys to the lessor/new owner. Return the parking space keys to house manager's office. If you have been assigned special service keys please return also those keys to house manager's office. When in the process of selling your apartment please mind the keys well in advance, especially if you know that a key is missing or lost. In order to build trust and to avoid unnecessary costs and disputes later, changing or re-coding the lock should be taken into account at signing of the sales contract, not later. The cost is relatively small (300-500€) compared to the value of the apartment.

**Parking space and sauna** – please terminate your contracts at house manager's office, as usually they do not transfer to the new resident. Car space key (the heating unit box) is housing company's property and must be returned to the house manager's office, at which also new contracts/reservations can be signed.

**Change of address notification** – please submit it to house manager's office, to maintenance company and population registry. Change-of-address postcards to inform your friends and relatives of your new address can be picked up at Posti and also sent free of charge within Finland. Mandatory change of address notification for official purposes can be submitted conveniently at <http://www.posti.fi/changeaddress>. Consequently, the list of public and private organizations that will receive your updated address information is also listed there.

**Clean-up and inspection** – please leave your apartment clean and tidy for the next resident. Pay special attention to floor drains by removing all accessible hair/debris. Vacuum the floors. Do not forget to empty the cellar storages either.

Inspect carefully the apartment that you move into and notify the house manager/lessor of all faults and defects, including the cellar storages, too.

**Internet** – transferring the internet service to a new address may take longer than you would expect, so order it rather sooner than later.

**Insurance coverage** – please disclose your new address to your insurance company and have them verify that you are fully covered also in your new apartment.

**TV** – find out whether the signal in your new housing company is carried by cable or by antenna to ensure that your receiver type is correct.

**Electricity** – terminate your old electricity contract and sign a new one. You can find the best electricity bids at [Kilpailuttaja.fi](http://kilpailuttaja.fi). Many of the electricity suppliers require that the change of address notification is made two weeks before the actual moving day.

**Children** – please remember to submit the change of address on their behalf as well. Do not forget to inform their daycare, school and hobby clubs, either.

**Rental contracts** – remember to terminate the contract well in advance. The usual notice period is one calendar month.

***Moving to/from a detached house*** – among the previously listed items remember to sign contracts for water supply and waste management. If the heating system is oil based please check the oil level, and if electricity based - bid for the best deal. And remember to terminate the contracts when moving out.

***Other things to remember***

- *Kela (the Social Insurance Institution of Finland) and housing benefits*
- *moving services: moving vans, cartons and assistance*
- *dogs: the tax is municipality specific*
- *manuals to home appliances – leave them with the appliances*
- *fire alarms – test their functionality and purchase one for every room if missing*
- *landline phone transfer*
- *newspapers, magazines*