

## Moving : How to do it



association genevoise  
des entreprises de  
déménagements  
[www.aged.ch](http://www.aged.ch)

**aged**

## Moving? Leave it to the professionals !

To guarantee a move without problems, AGED (Geneva's Association of Moving Companies) has declared quality norms, so that movers who are members of AGED are contractually bound:



- 1 To distribute free of charge the brochure "A Smooth Move" published by the Association.
- 2 To give free estimates, without demanding any commitment, on demand by a simple telephone call.
- 3 To supply and deliver appropriate and proven packing material.
- 4 To provide reliable, competent and high-quality personnel capable of carrying out the jobs given to them to perfection.
- 5 To use moving vehicles equipped with covers for protection and a special stowage system for the transport of furniture.
- 6 To assume legal civil responsibility according to the general conditions of ASTAG and in all cases to offer comprehensive insurance at a competitive rate.
- 7 To honour deadlines, from completing an estimate to putting the furniture into position.
- 8 To guarantee an after-sales service in response to your worries.
- 9 To seek environmentally friendly solutions at comparable quality.
- 10 To respect and have respected all the norms of AGED.

AGED is an association of competent enterprises which controls the quality of the services of its members so that your move will never leave you with unhappy memories.

**If you are moving, choose the right partner: choose a member of AGED.**

Our association represents thirteen moving companies who are eager to provide high quality services. We have established a common code of conduct and each member of AGED promises you the following services:

**Free estimate**

In response to a simple telephone call, a specialist will come to your home to estimate the volume to be moved and to establish an offer, without the need for you to make any commitment.

**Provision of packing materials**

We provide you with cases and boxes which we will recover free of charge once you have finished moving in. Wardrobe boxes for your clothes and special packages for your wine collection are at your disposal.

**Parking**

To simplify loading and unloading, we will take care of setting up provisional no parking signs in front of buildings.

**Technical assistance**

If necessary, we will dismantle the biggest pieces of furniture (cupboards, wardrobes) and we take responsibility for re-assembly and installation in your new home, according to your instructions.

**Insurance**

If you accept our offer for complementary insurance, we can offer you fully comprehensive insurance cover.

**Extended Service**

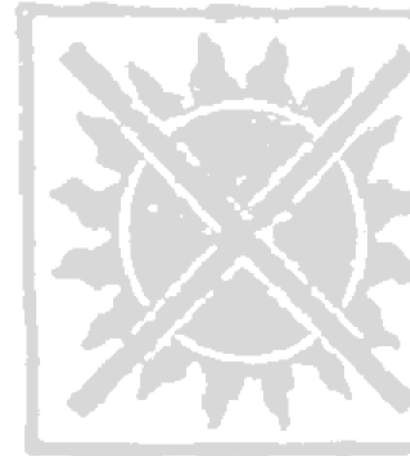
If you like, we will also take care of packing and unpacking your possessions.

**Furniture store**

Every member of AGED has a furniture store available where your furniture can be kept safe under the best possible conditions.

**Guarantee of quality**

The teams of movers of the members of AGED are qualified professionals who know their job. Their vehicles are padded and provided with straps and covers to protect your property and effect transportation under the best conditions.





## Moving? What should you look out for?

### The housing administration should consent to your departure by registered letter

In the canton of Geneva, the cancellation of a lease for housing should in principle be done three months in advance. The administration will accept a delay of two months if you present a person who can take over the lease after you.

If apartments are scarce, it is possible that your administration will consent to an arrangement over a shorter period.

For commercial premises, leases must be cancelled for the next due date, in principle six months in advance.

Under all circumstances, you will remain responsible for paying your rent as well as the obligations arising from your lease until the administration issues the authorization to quit.

### Swisscom (SA)

49, route de Meyrin  
Case postale  
1211 Genève 2  
Free Number: 0800 800 1 13  
In writing, 15 days in advance.

### The Post Office of your area

By filling in a form at the counter,  
7 days in advance.

### Services industriels de Genève (SIG)

Changes of address  
1219 Le Lignon  
Tel. Subscribers Centre: 022 420 88 88  
By telephone, 3 days in advance.

### Services des automobiles et de la navigation

86, route de Veyrier  
1227 Carouge  
Telephone: 022 343 02 00  
Presenting yourself at the counters or in writing, sending the documents to be modified (driving license with a passport photo) within the 14 days following your move.

### Office cantonal de la population

1-3, rue David-Dufour  
Case postale  
1211 Genève 8  
Telephone: 022 327 41 11  
Presenting yourself at the counters or in writing, sending as necessary the license or attestation to be modified within the 30 days following your move.

### Administration militaire

Service de l'arrondissement,  
Quai Ernest-Ansermet 18 bis  
1211 Genève 4  
Telephone: 022 327 77 80  
In writing, sending your *livret de service*. If you change canton, make sure to declare the change to both Departments in question.

### Service cantonal de la Protection civile

4, chemin du Stand  
Case postale  
1233 Bernex  
Telephone: 022 727 02 04  
In writing, sending your *livret de service*. If you change canton, make sure you declare the change to both cantonal Services in question.



### **Guichet universel**

If you are from Geneva or the Swiss Confederation: Service  
Rue David-Dufour 1 (2nd floor)

If you are coming from another country:  
Service des étrangers Rue David-Dufour 3  
(ground floor)

### **Guichet universel**

Case postale 51  
1211 Genève 8

[www.geneve.ch/guichet\\_universel/welcome.html](http://www.geneve.ch/guichet_universel/welcome.html)

If you are moving inside the canton of Geneva, you can simply send or take in person to the Guichet universel, all the documents to be modified concerning:

- the *Office cantonal de la population*
- the *Département militaire*
- the *Service de protection civile*
- and the *Service des automobiles et de la navigation*

### **Registre du commerce**

4, rue du Puits-St-Pierre  
Case postale 1211 Genève 3  
Telephone : 022 327 28 92  
Companies, by letter.

'*Société anonyme*' companies, in writing, as long as there is no change of commune.

### **Your employer**

You have the right to a day off work.

### **Your *caisse maladie***

### **Your insurance company**

### **The newspapers you subscribe to**

### **Your bank**

### **Schools or educational bodies**

### **Your clubs and associations**

### **Your family and friends**

### **Your clients and business partners**

Pre-printed cards are available at post offices.

## **Simplify your move: get organised.**

### **Sort**

Take advantage of the move to sort through your things. Clothes, objects and furniture in good condition are accepted by the *Centre social protestant* (Tel: 022 807 07 00), the *Emmaüs* community (Tel: 022 342 39 59) and *Caritas* (Tel: 022 708 04 25). Give them enough advance notice. For large objects or objects of no further use, contact the municipal dump of your commune.

### **Cleaning and repairs**

Take clothes to be cleaned and shoes to be repaired in before leaving, so that you can pick them up after the move.

### **Repairs**

Take this opportunity to have minor repairs done to furniture or household appliances.

### **Purchases**

Have purchases for the new apartment delivered directly to the new address.

### **Work**

As far as possible, have the carpets put down and have any other work done before you move in.

### **Plan of the apartment**

Prepare a plan of your new accommodation and work out how you will install your things. Measure the windows and you will be able to prepare the curtains.

### **Marking**

Put stickers of different colors on the boxes and items of furniture depending on the rooms where you will be putting them. On moving day, you can mark the doors of your new place with the same colors.

### **Pack in advance**

Things you don't use every day can be packed up in advance: especially things from the cellar or the attic.

**Remember to change your business cards, stamps, headed paper and envelopes.**



## **The day before you move**

### **Empty and de-ice the refrigerator**

### **Empty and de-ice the freezer**

(it is possible to transport it full for small distances)

### **Roll the carpet and tie the roll with string**

### **Unhook the carpets and put them in boxes.**

## **The day of the move**

### **Pets**

Give them to friends to look after. There is no point upsetting them with the excitement of the final day.

### **Jewels, valuables and important papers**

It is prudent to wrap these separately and put them in a safe place during the move.

### **Basket of Provisions**

Make yourself a picnic and wrap up some things you will need straight away. You'll be glad to have some soap and a flannel, some toilet paper, some sticking plasters, an electric light, some light bulbs and fuses, and a hammer and screwdriver easily to hand.

### **Lights**

Remove them, but remember to cut the electricity first.

### **The old apartment**

Clean it or have it cleaned.

Do the inventory report.

Give back the keys and ask for the return of the caution money.

## ABC of packing

**Ornaments** Carefully pack fragile objects, one by one, in paper so that they don't bang against each other, and fill the empty spaces with paper too. Don't mix heavy objects with fragile objects.

**Freezer** This can be transported full over short distances.

**Firearms**  
Make sure to unload them.

**Discs**  
If you have LPs, pack them in small boxes, and place them vertically to avoid breakages.

**Duvets**  
Place duvets and pillows in wardrobes or ask us for large boxes.

**Lighting**  
If you don't want to dismantle your electrical installations yourself, an electrician from your area will be happy to help.  
He will also reinstall them in your new home.

**Flowers**  
Pots of flowers and pot plants placed in laundry baskets or plastic buckets will be easier to transport.

**Dishwasher**  
Disconnect the machine and drain the pipes.

**Household Linen**  
Pack it in suitcases or boxes.

**Liquids**  
Make sure all receptacles are well closed.

**Books**  
These are heavy. Put them in small boxes.

**Washing machine**  
Disconnect it and drain the pipes. Block the drum or ask a technician to do it for you.

**Furniture**  
Lock doors and drawers and keep the keys with you.

**Computers**  
Observe the manufacturer's instructions and indicate the connections with stickers of different colors. The movers will put them in appropriate packages on moving day.

**Dangerous products**  
Inflammable or corrosive products will be transported at your own risk and must be pointed out specifically to the movers.

**Food products**  
Only pack these at the last minute.

**Refrigerator**  
Disconnect this the evening before to give it time to de-ice.



**Notes :**

**Stereo**

Observe the manufacturer's instructions and indicate the connections with stickers of different colors.

**Carpets**

These should be rolled and tied up with string for transport.

**Crockery**

Crockery should be packed in boxes or packing cases. To avoid breakages, each piece should be wrapped separately in crumpled paper. Pack plates upright.

**Clothes**

Boxes or suitcases are fine. For clothes that could get crumpled, we can offer you special wardrobe boxes.

**Wine**

Ask us for special boxes.

**Members of  
AGED**

**Balestrafic SA**

Tel. 022 308 88 00  
17-19, rue Baylon  
Case postale 1352  
1227 Carouge

**Crown Relocations SA**

Tel. 022 775 01 00 25,  
av. Adrien-Lachenal  
1290 Versoix

**Davel Déménagements SA**

Tel. 022 341 21 06  
20, chemin Grenet  
Case postale 239  
1217 Meyrin

**DGM Veron Grauer SA**

Tel. 022 732 64 40  
51-53, avenue Blanc  
1202 Genève

**Ducret M. SA**

Tel. 022 308 61 00  
105A, route des Jeunes  
1227 Carouge

**Harsch Henri HH SA**

Tel. 022 300 43 00  
10, rue Baylon  
Case postale 1211  
1227 Carouge

**Interdean Interconex**

Tel. 022 939 10 00  
Z.I. Mouille-Galland  
18, chemin Grenet  
1214 Vernier

**Ordem SA**

Tel. 022 798 90 90  
Case postale 1049  
1211 Genève 5 Aéroport

**Pelichet NLC SA**

Tel. 022 827 80 00  
51-55, rte des Jeunes  
Case postale 1671  
1227 Carouge

**AGED  
secretariat**

Tel. 022 715 32 22  
Fax. 022 715 32 13  
98, rue de Saint-Jean  
Case postale 5278  
1211 Genève 11  
[www.aged.ch](http://www.aged.ch)