

Departing

www.expat-karlsruhe.com



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First steps

- Find a moving company and inquire about costs (door-to-door)
- Develop a schedule for your move
- Determine if there are customs issues in your destination
- Find out about immunizations and quarantines for your pets
- Find out about necessary immunizations for yourself and your family

Leaving your rental property

- Cancel your lease in writing at least 3 months in advance
- Make repairs or renovations as per your lease
- Sell or get rid of any furniture or goods you do not want to take with you
- Make an appointment with your landlord to hand over the rental property
- Make arrangements for the return of your safety deposit

Cancel policies associated with your apartment/home (in writing, keep a copy!)

- Electricity
- Gas
- GEZ
- Cable television/Pay TV
- Telephone - both mobile and landline/Internet service

Cancel your insurance policies (in writing, keep a copy!)

- Health insurance
- Hausratsversicherung
- Haftpflichtversicherung
- Car insurance

Other things to cancel

- Magazine and newspaper subscriptions
- Membership in Vereine, sport clubs or fitness centers
- Library cards
- Kundenkarten (bonus cards from stores)

Financial matters

- Bank accounts - adjust direct debits and standing orders accordingly
 - Tip:** keep your account active about 6 months after departure to deal with final financial matters.
- Transfer Pension Funds
- Be aware of Taxation responsibilities in the calendar year you move
- Inform the appropriate government bureau of your move if you received Kindergeld , Elterngeld, Bafög or Arbeitslosengeld

Additional things to consider

- Get medical and dental records for all family members before departing
- Give schools a reasonable amount of notice of a child's departure
- If you exchanged your non-EU driving license, be sure to get your old license back
- Have your mail forwarded to your new address (www.deutschepost.de)
- Remember to inform the city hall that you are moving outside of Germany

Tip: Fixed term contracts may be terminated early due to international relocation if there is such a clause in the contract. Mention this when terminating your contract in writing.

Tip: When terminating a contract, be sure to include the following when applicable: your name, the date, your old and new address, account number, the reason for termination, the date for termination as well as a bank account number in case you will be getting a refund. Remember to sign the letter! In many cases it is recommended to send this letter per registered mail (Einschreiben) so that you have proof that the company received the termination.