

Checklist: Formalities before the journey

Formalities before the trip

- ID, passport (copies, check the expiry date!)
- Means of payment (foreign currencies, credit card, ec-card, cheques, account book)
- International insurance for your car
- Inspection of the means of transport (car, motorbike, bicycle, boat)
- Visit doctor/dentist
- For (longer) trips to non-European countries, visit the health office and inform yourself about vaccinations.
- International health certificate / vaccination certificate
- Insurances
- Service phone numbers (credit card companies, flight reconfirmation, insurance, embassy)
- Transfer due payments, delegate deadline and appointment matters
- Deposit valuables in a safe deposit box
- Preparation of the sports equipment
- List of addresses of the people you need to contact during your holiday
- Give your holiday address to relatives or friends

House and garden

- Give somebody your holiday address
- Hand in apartment/car keys
- Have mail / newspapers forwarded or ask a neighbour / relative
- Put out rubbish

- Tell the cleaner you're going on holiday
- Empty the fridge
- Sort out who's looking after the house, pets, garden and plants
- Tell your neighbours
- Turn on the answering machine
- Home security (windows, shutters, doors, electricity, water, heating, alarm systems)

Security

- Lock all doors and entrances
- Close windows
- Lock balcony doors (e.g. special window locks)
- Close any skylights
- Lock cellar shafts (e.g. grids with solid chains)
- Make sure the door from the house to the garage is securely locked (e.g. padlock)
- Plug out all electrical appliances
- Remove antenna cable
- Turn the heating down low or off
- Turn off water
- Turn off gas
- Cancel daily newspaper
- Put a neighbour or agency in charge of watching your house or apartment (ask them to empty your mailbox, close and open the roller blinds, switch on the lights in the evening)
- Let neighbours use your bins (empty bins are a sign of absent homeowners)

- Install time switch for lights, radio or TV
- Don't give any information about your absence on the answering machine
- List your valuables and jewellery and place the list in a bank deposit box
- Switch off outside sockets
- Lock up ladders, tools and gardening equipment

Before you leave

- Are all windows closed and all doors locked? (apartment, cellar, patio, balcony, roof, garage)
- Did you plug out all electrical appliances? (alarm clock, oven, stove, boiler, electric iron)
- Did you plug out all antenna cables?
- Did you turn off all water applications (washing machine, dishwasher)?(beware of the danger of frost)
- Did you turn down the heating?
- Did you activate the alarm?
- Is the answering machine turned on?
- Did you empty your fridge and bin?
- Did you arrange a taxi/lift to the airport?
- Do neighbours/friends know you're on holiday? (did you leave your holiday address, house/apartment keys and car keys)?
- Do you have enough travel supplies?
- Do you have all travelling documents with you? (purse, tickets, vouchers, letters of confirmation, visa, addresses, route description and did you check where and when you can pick up the keys of your holiday home?)