



Getting a move on before you move:

- ☐ Plan your move 4-6 weeks in advance.
- ☐ Arrange for several removal companies to offer quotations.
- ☐ Select a moving company.
- ☐ Schedule packing days and moving days.
- ☐ Plan the move for your family pet.
- ☐ Have appliances serviced.
- ☐ Defrost refrigerators and freezers and allow them to come to room temperature and dry to avoid odors.
- ☐ Turn on air-conditioners and dehumidifiers at least three weeks prior to moving due to Hong Kong's humidity.
- ☐ Vacuum all carpets and rugs.
- ☐ Empty, clean and drain refrigerators and washing machines at least two days before packing.
- ☐ Dispose of perishable food, and plants.
- ☐ Dispose of flammable and dangerous goods (including nail polish remover, bleach and other cleaning liquids; paints and spray cans) which cannot be moved.
- ☐ Sort jewelry, documents (passports, identification, tickets, driver's licence), money, medicine and small valuables which you will carry with you and pack in a hand-carry bag marked "Do not move".
- ☐ Sort school, bank, insurance, medical and dental records, birth certificates, stock lists, membership lists and power of attorney, which should not be packed by removal companies but should be carried with you while travelling.
- ☐ Sort items you will not take, and arrange to sell or discard.
- ☐ Make an inventory of everything to be moved.
- ☐ Estimate the value of each item and arrange insurance.
- ☐ Make a list of essential items you will need on the day of the move.
- ☐ Cancel deliveries of newspapers, magazines, groceries.
- ☐ Settle all outstanding accounts with suppliers.

On moving day:

- ☐ Supervise packers.
- ☐ Let packers do their job.
- ☐ Advise the removal company of your new contact details.
- ☐ Supervise children and keep pets in a contained space.
- ☐ Arrange for dinner to be delivered or eat out.
- ☐ Check each room to make sure nothing has been left behind.
- ☐ Turn off all lights and appliances.
- ☐ Close and lock all doors and windows.
- ☐ Leave the keys for the new tenant.

While goods are in transit:

- ☐ Keep in contact with your removal company.

On delivery day:

- ☐ Supervise delivery; be ready to give directions.
- ☐ Match what is unpacked to your inventory list and record any discrepancies.
- ☐ Make note of any damage.