



Preparations for your move

Moving abroad can be a significant undertaking and various factors need to be taken into careful consideration. While our team will take care of many aspects of the process, there are certain responsibilities that lie with you before our staff arrive at your residence to pack and load your belongings.

Being informed and completing the tasks before the start of the move will greatly enhance your overall move experience.

Feel free to contact your Move Coordinator or contact person if you have any questions, concerns or you require further clarification regarding the preparation and transportation of your household goods.

Quick checklist

Before your move starts, please make sure:

- You or a suitable legal representative is available at the residence for the entire duration of the packing, loading and delivery
- All requested customs documents have been completed and returned (if applicable)
- You have completed and submitted your international transit insurance valuation (if applicable)
- Arrange safe and unobstructed access to your residence at origin and destination

Preliminary sorting/marketing*

Please check your attic, basement, garage and sort out what will be packed and moved. Separate and mark items that are not to be moved. Make sure that bicycles, baby strollers etc. are properly marked if they are kept outside your residence and remember to inform us before the move.

Valuables*

All types of valuables such as jewellery, bank documents, cash, credit cards, passports and other valuable documents must be carried by yourself or a courier. We kindly ask you to keep them in a safe place during the entire removal process to avoid them being packed together with your household goods.



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Electrical appliances*

- Disconnect all electrical appliances such as the dishwasher, washing machine etc. that are to be included in your move.
- Concerning vacuum cleaners, please mind that you need to empty the dust bag before the move to avoid moth and other vermin.

HiFi, radio, TV, surround and computer systems*

- Disconnect HiFi, radio, TV, surround and computer systems and label all cords etc.
- Our crew may disconnect cords but will not mark each one and will not reconnect these at the destination due to insurance regulations.
- When moving to non-EU countries a complete list of electrical items (including for example: make, model and serial number) may be required.

Fixtures, curtains, large sections of wardrobes and bookshelves etc.*

- Remove curtains and place them, for example, hanging over the back of a chair.
- Disassemble any items firmly attached to walls, floors or ceilings prior to the move.

Playground equipment*

- Disassemble playground equipment such as trampolines, swings etc. before loading.
- The equipment must be clean, dry and free from dirt, snow & water on the day of the move.

Gardening tools & outdoor sporting equipment*

Lawn mowers etc. must be thoroughly cleaned and emptied of fuel and oil. This is to protect your other household goods from possible stains and bad smells caused by leakage. Garden tools and outdoor sporting equipment must be dry and cleaned from dirt and soil before packing.

Photos, family movies etc.*

We highly recommend that you keep copies of photos and family movies saved separately as these memories are difficult to restore if anything unforeseen occurs during the move.

Medicine*

Any prescribed medicine must be hand carried by you. Also, make sure all medicines are legal to import and/or prescription free in the destination country. Check what are the allowed amounts to be carried.

Foods

In general, no food from refrigerators/freezers or perishables can be included in your move. Concerning any dry food please ask your Move Coordinator for further information.

Alcoholic beverages

When moving within the EU, you are usually allowed to bring alcohol for your own personal consumption, but taxes and duties may apply depending on the destination country. From non-EU countries, all alcoholic beverages are subject to customs tax and duties. Please ask your Move Coordinator for further information.

Alfa takes no responsibility for alcoholic beverages during transportation due to possible fluctuations in temperature, humidity, and vibrations out of our control. Standard transportations are not temperature controlled.

Plants, soil and raw wood

Alfa takes no responsibility for plants, potted plants, or plant products and these cannot be insured. For shipments to or from non-EU countries, all plants, soil, or trees are strictly prohibited from being transported due to international regulations.

Inflammable liquids, explosives, ammunition etc.

Due to transport restrictions and regulations, no inflammable liquids or gases, explosives, ammunition etc. can be included in your move.

Customs duty to non-EU countries

For moves to non-EU countries, specific customs regulations apply to each destination. We will provide you with the customs documents and answer any questions you may have.

Export restrictions

Depending on which country you are moving from there may be restrictions on the export of certain furniture, antiques, and items made from wildlife.

Air shipments

Restrictions apply to goods that can be included in air shipments. Please review the separately provided lists of non-transportable items/prohibited items in airfreight to ensure that none of the items in question are included in the packing process. Check with your Move Coordinator for further information.

Weather Conditions, temperature and humidity

International shipments are subject to varying weather conditions that can impact transit times and vehicle access. Fluctuations in temperature and humidity are inherent risks during transportation that can affect the quality and integrity of certain household items, such as electronics, artwork, or delicate materials. Consider the prevailing weather conditions at both origin and destination at the time of the move.

* Tasks that are your responsibility to handle.