



RAFFLES RELOCATION & MOBILITY

SHORT TENURE STORAGE CHECKLIST

VER.1.2.17

- Determine how long the storage is required
- Determine if the goods are to be exported or for local delivery after the storage period
- Determine if normal storage or temperature controlled is required
- Antiques, paintings, leather items and furniture may need temperature controlled storage
- Determine if packing is required
- Obtain storage quote on weekly/monthly basis
- Identify the items that you may need to retrieve earlier
- Take a photo of all high value items in their original condition
- Confirm details of insurance coverage
- Confirm if the insurance coverage is applicable for mold and mildew
- Prepare a detailed inventory of the items
- Confirm the storage facility has a security system
- Confirm the storage facility has adequate insurance coverage for fire and theft
- Confirm the flexibility of the mover in case partial items need to be retrieved
- Confirm no penalty is imposed for early termination of the storage contract
- Confirm with the mover that the items are stored in secured liftvans/crates
- Label and number all packages
- Obtain signed inventory and collection order from the mover
- Confirm the bulky items are dismantled to save space
- Ensure all the fixings are packed and labelled for easy assembly

Since every relocation is unique & different, Raffles Relocation do not guarantee everything you need to consider is on this list. Please do your own due diligence to ensure that items that may not be on this list are appropriately covered.

- Ensure refrigerators and freezers are cleaned and dried before packing
- Use wardrobe cartons to hang suits and garments to keep them crease free
- Do not store food items
- Do not store flammable, combustible or caustic items
- Ensure you receive the storage invoice from the mover as per the term agreed
- Make prompt payment as per the agreed term
- Ensure insurance coverage is extended to cover the storage period