

MOVING INSTRUCTIONS

BOOKINGS

Residents moving furniture or large items into or out of the building must first book with building management **at least 48 hours** prior to the move to ensure the lift is available and to co-ordinate your move with other residents, only one apartment is able to move into/out of the building at a time.

MOVING TIMES

Residents are currently permitted to move 7 days a week but are requested to restrict moving to the following times. Moves can be booked in 3-hour blocks only.

- Monday to Sunday: 8am to 5pm

VEHICLE ACCESS & PASSAGE INTO THE BUILDING

Vehicles up to 2.2m in height

- For vehicles less than 2.2m in height you can park in your designated car space and take your items to the lift in the car park, this is the preferred method for moving items into the building.

Larger Vehicles over 2.2m in height

- All larger vehicles and removalists trucks will need to park on the street, items can be taken through the ground floor foyer entrance and lift.

MOVING CONDITIONS & OTHER INFORMATION

- The lift covers must always be used, we will arrange for these to be placed up prior to your move.
- Only 1 apartment permitted to move at a time and moves are booked in for 3-hour time slots.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately. Residents will be liable for the cost to repair any damage to common property areas.
- No mess (dust, dirt, rubbish, surplus furniture or personal effects) is to be left on common property and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex.
- The lift doors cannot be blocked open as this can cause the lift to malfunction, please ensure the lift is loaded and unloaded promptly.

Apartment Number:	
Date:	Applicant: Owner / Tenant

Name:			
Mobile Number:			
Alternative Contact:			
Email Address:			
Real Estate Agency:			
Booking Details			
Date:			
Preferred Time:	8 – 11am	11am – 2pm	2pm – 5pm
Removalist Name:			
Removalist Contact Number:			

<i>I certify that I have read and understood the conditions outlined above and agree to comply with them.</i>	
Signed:	Date: