

## Guidelines for residents moving in or vacating

### DEFINITIONS

A **move** is deemed to be where furniture or boxes are transferred to or from a place of occupancy. Controlled access and protective measures are required to protect common property against damage and unauthorised entry. All goods shall enter and exit the building via the basement, & or service corridor.

A **delivery** of goods is deemed to be one-off in nature, where the delivery is of one or two items. The delivered goods are to be transferred, under the supervision of an occupier or a designated person, through the basement. Protective measures may not be required, please check with building management. The occupier is responsible for inward deliveries through the basement.

The **path of travel** for moves or deliveries is a designated path allowing for the orderly and efficient transfer of goods through the building. The Building Manager shall demonstrate the path of travel through the basement to or from the place of occupancy to those parties involved.

An **indemnity form** is to be completed prior to commencement of a move and/or delivery. This form shall protect and identify parties when damage occurs in common property during a move. The Owners Corporation reserves the right to recover costs of repairs.

**Storage cages** or storage areas assigned to private lots are deemed to be an extension of that lot and therefore private property.

### GUIDELINES

- a) After confirmation of settlement and **prior to your occupancy date**, you must contact the Building Manager to arrange a booking time for your move. The Building Manager can be contacted on [TBA].
- b) Moves are permitted Monday – Friday, during allocated move times as follows:
  - i. Morning Move 8:00am to 12:00 noon
  - ii. Afternoon Move 12:30pm to 4:30pm.

**Moves shall not be permitted unless the Building Manager has confirmed a booking.** (It is advisable to book in advance and understand that a move cannot be undertaken without a confirmed booking).

**Moves are not permitted on Saturdays, Sundays or public holidays at any time; subject to clause c).**

- c) **All deliveries shall enter the building via the basement** to negate possible damage to foyer areas.

- d) The Building Manager shall explain access details and arrange to meet all parties at the building point of access.
- e) The Occupier shall provide the building Manager with a copy of the removalist's **Public Liability Insurance Policy** prior to commencement of the move; it is recommended the occupier request this information when booking a removalist. This may be emailed through to the Building Manager; email address [TBA]. It is the occupier's responsibility to ensure these details are provided. *This is a Public Liability risk issue - insurance protects all parties!!*
- f) The Building Manager shall request the occupier complete and sign an **Indemnity Form** prior to the move commencing; this is a procedural requirement to assist the Owners Corporation identify and recover costs due to accidental damage.
- g) Vehicles must not obstruct the car park entry and must be parked in an approved areas; the Building Manager can assist in this matter.
- h) Furniture or goods on trolleys **must not** be brought through the entrance foyers. All goods are to be moved via the basement only. Furniture may only be moved into a lift when the protective covers are fitted.
- i) To facilitate loading and unloading of the furniture etc to and from the lifts, the Building Manager shall lock out one lift for use of the move.
- j) Furniture or goods must not be stacked or placed against the lift doors, or common area walls.
- k) Please encourage your Removalist to take cardboard boxes and packaging away with them. Due to the amount of waste generated from a move, the occupier shall be responsible for the correct disposal of such waste.
- l) The Building Manager shall sign off the completed Indemnity form and file for information.

**Occupiers are encouraged to obtain quotes from their removalist.** Occupiers are encouraged to provide the removalist with the Building Manager's details for consultation on building specific requirements.

Please note that your apartment may contain natural timber and or tiled flooring, due care should be taken when moving furniture to prevent damage.

We advise that these guidelines are for the benefit of all occupiers; we request all parties respect and abide by these guidelines. We also request that if you intend to rent out your property, that your Real Estate Agent is given a copy for future tenants.

**The Owners Corporation shall take appropriate action against any identified party in breach of these guidelines.**