

SECTION 2 – MOVING IN AND OUT POLICY

Residents must not move furniture or bulky items through the common property areas except in accordance with the following policy (*refer also to Owners Corporation Rules in Section 7*):

1. Contact the Building Manager to arrange a date and time to conduct any move. Unless you have received permission to move and confirmation of the booking (date and time) from the Building Manager, your time slot is not confirmed. A Form of Indemnity must be completed.
2. No moves on weekends, public holidays or after 5pm weekdays;
3. Moves via Front Entry on Albert Road only. No access via rear laneway;
4. Notify all carriers and tradespeople that they **MUST** contact the Building Manager prior to arrival on site. If they are running late, they may miss their time slot and might have to reschedule;
5. The owner or resident must be present to manage the removalist at all times and act as a contact point to facilitate the move and ensure procedures are adhered to for the safety and security of the building;
6. Furniture or other items may only be moved into the property when the protective covers to the appropriate lift have been fitted;
7. Prior to the commencement of any move, a thorough inspection of all floors, walls, ceilings and doors for previous damage will be carried out with the Building Manager and residents will sign off on any existing damage. Another inspection will be carried out after the move to ensure no damage has occurred. In the event of damage, the resident will be responsible for reimbursement of the Owners Corporation for the cost of rectification;
8. Prior to attendance on site, the resident must provide a copy of the removalists' liability insurance policy to the Building Manager. No move will be allowed without provision of this information.
9. Removalists must not prop open doors to the property or lock off lifts except in accordance with instructions by the Building Manager;
10. No items are to be placed up against common area walls or left unattended in the lobby at any time;
11. Please ensure your removalists take cardboard boxes and packing away with them. Should this not be done, tenants should carefully follow the instructions for waste disposal for polystyrene, plastic, paper and boxes in this manual. Dumping of cartons, crates or unwanted furnishings is strictly prohibited on or in any part of the building or common property;
12. Care must be taken to ensure fire sprinkler heads are not struck by any object whatsoever. A resulting alarm and call out charge will be issued to responsible party;

The above guidelines are for the benefit of all owners to ensure that no damage occurs to common property.

Please note the following dimensions of the passenger lifts.

Lift Dimensions:

1450mm (W) x 2000mm (L) x 2550mm (H)

Door width:

1000mm (W) x 2100mm (H)

Maximum Weight:

1350 kg

It is encouraged that revivalist companies be contacted to pick up moving waste. The City of Port Phillip arranges hard rubbish collections – contact (03) 9206 6666.

For information about the Operation of the Apartment once you have moved in (such as connection to services), refer to Section 4 of this Manual.

