

MOVE IN GUIDE

Alto On The Boulevard, Melbourne

BOOKING YOUR MOVE IN

The Owners Corporation has strict building policies and procedures for the moving of furniture and goods to minimise inconvenience and delays to residents especially during peak periods.

All Move-In/Move-Out and large deliveries must be pre-booked with the Building Manager, providing a minimum 48 hours' notice (excluding weekends). Approval is subject to meeting building rules and availability (first come first serve basis).

Move in times are:

Monday to Friday	9:30am to 12:00pm 1:30pm to 4:00pm
Saturday and Sunday	No move in/move out permitted

Note It is the resident's responsibility to ensure the removalists are on time and moves are completed within the allocated period.

OWNERS CORPORATION

Capstone Corporation

Email alto.manager@capstonecorp.com.au

BUILDING MANAGER

Phone 0467 641 659

Email alto.manager@capstonecorp.com.au

UTILITIES

Electricity

You are responsible for organising your own electricity connection with your preferred provider.

Gas

Gas is already connected by the Owners' Corporation.

Water

You are responsible for contacting South East Water to advise your new tenancy.

South East Water

13 18 51

southeastwater.com.au

MOVING IN

Moves/large deliveries must be made from Queens Lane only, NOT via front lobby.

Moves and deliveries can only be made via B1 lift no.2 (middle lift). The resident will be responsible for any damage caused to building property and common areas (accidents should be reported to the Building Manager immediately).

The resident will be responsible for all cleaning expenses and costs when:

- Items are left in the basement parking bay and cage when moving out.
- Inappropriate rubbish is thrown down the waste chute
- Rubbish, dirt and water leaks are left on the floor and all common areas.

Please drain water from fridges/washing machines, and pipes are taped upright against the machine to prevent leaks onto the floor.

Complete **New Resident Registration & Induction Training** on or before your Move-In day.

UNAUTHORISED MOVES

Unauthorised moves or deliveries, or approved moves and deliveries occurring outside the allocated times, is a breach of building policies and procedures.

The Owners Corporation may impose appropriate penalties against the resident when a breach occurs.

Note The resident will be responsible for any damage caused to building property and common areas.

MRE

mre.today