

Chelsworth Apartments – Move In/Out Procedures

All owners and resident/s moving into or out MUST do so in accordance with the following:

BOOKING PROCEDURE

Please note that residents must register interest to move-in at least 2 business days prior to their desired move in/out date.

- You will have 4 hours to complete your move-in.
- Moving times are available as follows;
 - Monday to Friday: 8am – 12pm & 1pm – 5pm
 - Saturday: 9am – 1pm
 - Sunday and Public Holidays: Strictly prohibited
- A time slot will be arranged on a “first to register, first served” basis. As there is only one lift, the Owner’s Corporation Manager reserves the right to allow two apartments to move in/out at the same time. Removalist insurance details must be provided prior to any move.
- To book a move in / out time please email aaron@tbre.net.au;
 - Your apartment number
 - Your mobile contact number
 - Desired date & preferred time slot
- Occupants must install the lift protection covers prior to the move and remove them once complete. Lift covers are located within the service cupboard (opposite the office) on Ground floor.

Confirmation email will be sent to you within 1 business day of receiving your request.

MOVE IN/ OUT PROCEDURE

The following must be adhered to for all moves into the property:

- You must ensure all items move in and/or move out via the Basement Car Park lift or through the main entrance via Heidelberg Road and ground floor lift, for those apartments located on levels 1-4.
- Parking in and around Heidelberg Road is at a premium and time restrictions will need to be observed (refer below aerial view with important reference).
- Note that the maximum height limit for any vehicle entering the basement car park is 2.1 metres. Owners and Occupiers must not permit any vehicles to restrict access to the car park.
- Internal dimensions of the lift are 1.4 metres wide, 1.9 metres deep and 2.4 metres high; no article of furniture exceeding those dimensions is to be brought into the building.
- Lift protection covers must be installed in the lift for the duration of the move in. Under no circumstances is the lift without protection covers to be used for moving purposes.
- You will be allocated a move in time between Monday to Friday 8am – 12pm, or 1pm – 5pm, and Saturday 9am - 1pm.
- If you have smaller items in your car you can utilise the designated lift from the basement car park but please handle carefully.

- At no point of time are your items to be left unattended in the lobby area or Common Areas throughout the building
- All contractors and other persons involved in the move in and/or move out must not unduly restrict access or wedge open Common Property areas such as lifts, entrances, car parking spaces and entries to the building or fire escape paths.
- Emergency areas MUST be kept clear at all times no exception.
- At no time is a lift door to be kept open and/or prevented from closing for any period of time so as to interfere with the normal operation of the lift.
- All Common Areas must be kept clean, no rubbish and liquid of any kind is to remain.



MOVE IN/ OUT DAMAGE

Prior and following your move in, the Common Areas will be inspected:

- Any damage to Common Areas including scratches, chips and marks on floor, walls, doors or lifts which are caused by either the resident or removalists during move in / out will be your responsibility to have cleaned or promptly restored to original condition. So please be careful.
- When moving heavy items through the Common Areas be particularly careful not to scratch or mark the tiled and/or carpeted areas as repair costs can be significant.
- Where damage occurring to any part of the Common Property is not cleaned or promptly restored to original condition, an account will be sent to the Lot Owner or resident concerned and must be paid within 14 days. Any amounts outstanding will be shown as a debt against the Lot.

- Please take special care of the “Fire Sprinklers” in/around Common Areas to ensure that they are not knocked or damaged in any way while carrying furniture. If they are activated, then you will be charged all associated MFB and other costs.

- Owners and Occupiers will be held responsible for the cleanliness of Common Property and damage to lift walls and other areas. If any amount owing is not paid by the relevant Occupier within 14 days of the date of moving (and that Occupier is not the Owner of the Lot), then the Owners Corporation may recover the amount from the Owner.

MOVE IN / OUT RUBBISH

- All furniture, electrical products, mattress etc. MUST NOT be left anywhere in the building.
- All large rubbish, cardboard boxes (flattened) and polystyrene pieces MUST be brought down to the basement waste collection room where a bin will be provided for your convenience.
- In relation to items (1) and (2), any items or rubbish items left in hallways on any level will result in a cleaning fee being charged to you.

OWNERS CORPORATION DETAILS

Please be advised your Owner’s Corporation Manager contacts from Ownerscorp Commercial are:

- Chris Boothroyd – Director
| chris@tbre.net.au | 03 9820 0055 | +61 411 26 15 91 |
- Aaron Harvey – Property Manager
| aaron@tbre.net.au | 03 9820 0055 | +61 402 58 13 88 |