

9. Owner's Corporation Manager, Services & Connection

9.1 MOVE-IN 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 **3 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 timeslot

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:

1. You must ensure all items move in and/or move out via the Basement Car Park lift and not through the entrance via Yarra Street and DDA lift.
2. Parking is available in Yarra Street and Isabella Grove, please make sure to observe the appropriate time restrictions.
3. **Note that the maximum height limit for any vehicle entering the basement car park is 2.25 metres.** Owners and Occupiers must not permit any vehicles to restrict access to the car park.
4. All movement of larger furniture **MUST** be brought in through a predetermined route via Yarra Street to the ground floor lift. Internal dimensions of the lift 1.4 metres wide, 2 metres deep and 2.4 metres high, the entrance door size is 1 metre wide, 2.1 metres high; no article of furniture exceeding those dimensions is to be brought into the building.
5. Lift protection covers must be installed in the lift for the duration of your move in. Under no circumstances is a lift without protection covers to be used for moving purposes.
6. You will be allocated a move in time between **Monday to Friday 8am - 12pm, or 1pm - 5pm, and Saturday 9am - 1pm.**
7. If you have smaller items in your car you are able to utilise the designated lift from the basement car park but please handle carefully.
8. At no point of time are your items to be left unattended in the lobby area or common areas throughout the building.
9. All contractors and other persons involved in the move in and/or move out must not unduly restrict access to common areas such as lifts, entrances, car parking spaces and entries to the building or fire escape paths.
10. Emergency areas **MUST** be kept clear at all times no exception.

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9.2 SERVICES & CONNECTION

1. 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.
2. 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:

1. Any damage to common areas including scratches, chips and marks on floor, walls, doors or lifts which are caused by either the resident or the removers during move in / out will be your responsibility to have cleaned or promptly restored to original condition. So please be careful.
2. 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.
3. 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.
4. Please take special care of the "Fire Sprinklers" outside of lifts and 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.
5. 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

1. All furniture, electrical products, mattress etc. **MUST NOT** be left anywhere in the building.
2. All large rubbish, cardboard boxes (flattened) and polystyrene pieces **MUST** be brought down to the ground floor waste collection room where a bin will be provided for your convenience.
3. 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 Managers are Aaron Harvey (aaron@tbre.net.au or 0402-581-388) and Chris Boothroyd (chris@tbre.net.au or 0411-261-591) from Ownerscorp Commercial.

