

MOVE IN/MOVE OUT or DELIVERY/PICKUP BOOKING APPLICATION

Please submit your **completed form** and **removalists company's insurance** to the concierge at least **2 full working days** prior to your requested booking date. Incomplete forms will not be accepted!

Apartment No:		Are you? OWNER / TENANT (circle)
Resident Name:		
RESIDENT CONTACT DETAILS		If a new tenant, please supply a copy of the front page of your lease and leasing agent name and contact:
Email:		Are you? MOVING IN / MOVING OUT (circle)
Mobile:		
Landline:		
		If moving out, please provide new address details:

Bookings for move in/out are allowed **Monday to Saturday**, between **9:00am** and **4:00pm**.
Vehicles arriving outside of these hours will be turned away.

BOOKING PREFERENCES	DATE	TIME
First Preference		
Second Preference		

Removals/Delivery Company	
Contact No.	

Procedures and Conditions

- Advance Notification:** of intended relocations and/or deliveries must be booked by completing this form and submitting it to Building Management *via the Concierge*, with a minimum of 48 hours prior notice. Removalists who arrive without a confirmed booking will be denied access.
- Reservation Times:** for move-in / move-out and exclusive use of a lift are strictly between the hours **9.00am to 4.00pm Monday to Saturday**. Moves outside these times are not permitted. No moves on Public Holidays are permitted. Reservations are accepted on a first come, first served basis. Moves must adhere strictly to start/finish times to avoid clashes with the normal operations of the building. Moves are not permitted to run overtime – if not finished within allotted time, removalists will be instructed to leave & make a new booking.
- Sign this agreement is required before the commences move.**
- Booking acceptance:** No booking will be accepted until the Building Manager (via Concierge) receives a completed move In/Out Form signed. A completed Resident Register Form will additionally be required for move-ins.
- Goods Lift Protection:** will be made available by Omnia staff, who will install protective curtains and flooring to the goods lift in preparation for the move or delivery. Moves via other lifts, or without lift protective coverings in place is prohibited.
- Lift Use:** The goods lift will be switched (by Omnia staff) to "independent" service for use by removalists. Residents are responsible for ensuring that removalists have the required access fob to allow movers to access the required floor. Omnia

staff cannot give movers any Common Property access all areas fobs for security reasons. Use of the goods lift will be for a period of no more than 4 hours. If additional time is required, prior approval must be obtained from the Building Manager. Lift must be returned to the Concierge on level G upon completion.

7. **Removalist Parking:** Your removalist should be aware that due to height access restriction (1.90 metres), they will not be able to access the loading bay with a normal removalists truck. There is no street parking allocated to Omnia and Omnia staff are not able to block street areas. There are street parking spots and loading zones available on Victoria Street and Brougham Street. Building Management is unfortunately not able to guarantee the availability of any street parking.
8. **Damage to Common Property:** Residents are responsible for any damage to common property during the activity and are to advise the Building Manager immediately if damage occurs.
9. **Behaviour must be appropriate:** Please be respectful and courteous to other residents and adhere to instruction and guidance provided by Omnia Apartments staff at all times.
10. **Waste & Packaging from moves must be removed:** from common areas and placed in the appropriate bins available in the residential garbage room. If you have large boxes. No packaging or cardboard is to be placed in the garbage rooms on the floors. It is preferred if the removalist removes all boxes and packaging from the building.
11. **Indemnity:** Building Management reserves the right to cancel any removals or deliveries at any time and cannot be held responsible for any associated cost or losses if removals need to be cancelled. Those residents or removal companies who have not followed the above process for bookings will not be permitted to undertake a removal or delivery.
12. **After the move is completed:** The driver of the delivery/removal vehicle is required to contact the concierge prior to attempting to leave the premises.

I, _____ (print name), agree to the terms stipulated on this application and agree to comply with the By Laws, the booking procedures and the instructions of onsite staff in undertaking this move in/move out. In signing this Agreement, I hereby acknowledge and agree that throughout my direct participation or third part participial involve in my activity, I am fully responsible to indemnify to Owners Corporation SP98444 for any claim for damage to common property resulting from my participation in this activity, and that I have signed it knowingly and voluntarily.

Applicant Signature: _____

Date: _____

Sign of Agreement

Date

OFFICE USE ONLY

Date Received:	Received By:	Diary Updated By:
Approved Date/Time:		Database Updated By:
Building Manager's Signature:		