

Move-in/Move-out Reservation Form

Return completed form to the building manager (BM) a minimum of 48 hours prior to move-in/move-out.

Resident will be provided confirmation by BM.

Forms may be directly edited and submitted.

Move-in/Move-out/Delivery Details

Type of Booking:	<input type="checkbox"/> Move-In <input type="checkbox"/> Move-Out	<input type="checkbox"/> Partial / <input type="checkbox"/> Full <input type="checkbox"/> Delivery
Requested Date (DD-MM-YY): <small>minimum 48 hour notice provided</small>	/ / 2023	SECURITY BOND IS REQUIRED
Requested Time: <small>Between Mon – Sun Moves Between</small> 10.00am – 4.00pm <small>2 Hours Bookings ONLY</small>	<input type="checkbox"/> 10 am to 12 pm <input type="checkbox"/> 12 pm to 2 pm <input type="checkbox"/> 2 pm to 4 pm	LOADING DOCK REQUIRED YES or NO
Delivery company: <small>Please provide insurance details</small>		
Delivery Contact Name:		
Delivery Contact Number:		

Strata Plan/Lot Details

BUILDING NAME:		Unit Number:	
-----------------------	--	---------------------	--

Resident Details

Resident Status:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
Resident Name(s):		
Resident Mobile Number(s):		
Resident Email Address(s):		

Realtor Details

Realtor:			
Managing Agent Name:			
Managing Agent Number:			
Managing Agent Email address:			

I _____ the resident of Unit _____ agree to abide by the guidelines and all attached conditions.

Resident Name:			
Signature:		Date:	