

Move-in/Move-out & Large Deliveries – Reservation Form

Email completed form to paddingtoncentral@excelbm.com.au a minimum 2 business days prior to move-in/move-out.

Move-in/Move-out/Delivery Details

Address:	_____/ 13 Oatley Street, Paddington NSW 2021	Type of Booking:	<input type="checkbox"/> Move-In <input type="checkbox"/> Move-Out <input type="checkbox"/> Delivery (over 1m ³)
Requested Date:	DD MM YY	Requested Time: (9:00am-04:00pm)	

Resident Details

Resident Name(s):		Delivery company: <small>Please provide insurance details</small>	
Resident Mobile No's:		Delivery Contact Name:	
Resident Email:		Delivery Contact Number:	

Managing Agent's Details

Managing Agent Company Name:	
Managing Agent Contact Name:	
Managing Agent Number:	
Managing Agent Email address:	

Conditions

- Times** for moves/deliveries are **strictly between 9am and 4pm Monday to Friday only** (moving during peak hours and on weekends, is not permitted, due to only one lift servicing entire building). **Moves outside these times are not permitted.**
- Moving trucks** must park outside the building and access through the carpark entry door off Renny Lane. You must escort your removalist into the ground floor carpark. **No moves are permitted through any other entrance under any circumstances.**
- Removalists** will not park or place objects which would result in unrestricted access to Renny Lane or the carpark for other vehicles using Renny Lane particularly vehicles entering and exiting the driveway. **There is a height restriction of 2.1 meters to the carpark, so no vehicles exceeding that are allowed entry.**
- Damage to Common Property** Residents moving-in / moving-out or receiving deliveries are responsible for any damage to common property during the move. **If damage occurs to common property, residents must advise the Building Manager immediately [0455 068 994].**
- Bond Payment** There is a Bond payment of \$1,000 required prior to any moves. The bond payment will go towards any damage to common property during the move. The payment is to be made to the Strata Plan account (Account Name: SP96204; BSB:182 222; Account No. 2233-47626) and is fully refunded if there is no damage.
- Waste & Packaging** should be removed from apartment floors and placed in the appropriate bins in the garbage room. It is preferred that the removalist removes all boxes and packaging from the building.
- The lift doors** cannot be kept open for extended periods as there is no "Open Door" button inside the lift. Please DO NOT use boxes or other items to keep the lift doors open. The use of boxes etc. may cause damage to the lift. The cost of the Schindler Lift technician will be invoiced to the resident conducting the move.
- I have read the above conditions and a copy of the Paddington Central By-Laws and understand my rights and responsibilities.**

Lift Dimensions – West and East Lift door openings: 2090mm (high) x 900mm (wide):
 Lift Car, West Lift: 2270mm (high) x 1950mm (deep) x 1400mm (wide) includes hand rails at the rear and one side.
 Lift Car, East Lift: 2265mm (high) x 1950mm (deep) x 1375mm (wide) includes handrails at the rear and one side.

Resident Name:			
<input type="checkbox"/> I agree to abide by the above guidelines and conditions.			
Signature:		Date:	DD MM YY