

Removal & Delivery Reservation Form

Please submit your completed reservation form to Concierge (skyeconcierge@excelbm.com.au) a minimum of 2 working days prior to the removal or delivery. Confirmation of the move will be given to the Resident by contacting the number or email provided on this form.

Requested Date ▶ _____ / _____ / _____

Requested Time ▶ ____ : ____ AM PM To ▶ ____ : ____ AM PM

Apartment No. ▶ _____

Resident Names ▶ _____
▶ _____

Primary Contact ▶ _____ Landline Mobile
▶ _____ Email

Resident Status ▶ Owner Tenant

Type of Booking Description of move ▶ Move-In Move-Out Delivery Removal
▶ _____
▶ _____

Removalist name and contact number ▶ _____ Landline Mobile

Bond Payment ▶ Cheque Money Order (both payable to Strata Plan 93874)
▶ Bank Transfer – Account Name: Strata Plan 93874
BSB: 182 222 Account #: 236 503 660
Skye by Crown Owners Corporation SP93874 do not accept cash.

▶ To have your bond back in case of Bank Transfers please fill in the below:
Account name: _____
Account number: _____
BSB: _____

I understand and agree to abide by the procedures as attached and as per the registered By-Laws.

Signature of Primary Resident ▶ _____ Date ▶ ____ / ____ / ____

Please complete all bullet point (▶) marked fields of this document and hand it into Building Management. Building Management will confirm if your request is approved or whether another party has a lift booking during your requested period.

OFFICE USE ONLY

Booking Approved and Deposit Received:	Calendar Updated:
Building Manager Signature:	Date:

Procedures for Removals and Deliveries

(Refer to SP93874 By-Laws 'Clause 11' for further details)

1. **Advance Notification:** All Removals and Deliveries must be booked with a minimum of **two business days' notice** by completing this form and submitting it to Building Management at The Concierge Desk. Approval is subject to availability. The booking Procedure ensures adequate building access, exclusive use of the building's 'Goods Lift' and 'Loading Area'.

Concierge: 0426 755 348

Email: skyeconcierge@excelbm.com.au

2. **Removal and Delivery Hours** are strictly between **8.00am and 4.00pm Monday to Friday** and **9:00am to 12:00pm on Saturdays**. Removals/deliveries **are not permitted on a Sunday or Public Holiday**. Three hours will be allocated for standard move ins/outs. Additional time must be approved by the Building Manager skye@excelbm.com.au
3. **A \$500 Bank Transfer, Cheque or Money Order bond (payable to SP 93874) is required** before the move will be permitted to commence. **Cash will NOT be accepted**. If any damage is made to Common Property the cost of 'make good' will be deducted from the Bond. Any additional costs above \$500 are the Resident's expense. An inspection of the Common Property and a 'Condition Report' will be conducted by Building Management with the booking Resident prior and post the removal/delivery.
4. **Booking Acceptance:** No booking will be accepted until Building Management receives a completed 'Resident Register Form', 'Removal and Delivery Reservation Form' and \$500 Bond.
5. **Reservation Terms and Conditions:**
 - No furniture or large items are to be moved through the Foyer.
 - No double bookings are permitted (one booking at any given time).
 - A three-hour booking is allocated to standard move ins/outs. Additional time must be approved by the Building Manager: skye@excelbm.com.au
6. **Lift Protection:** Protective lift covers and flooring will be installed in the 'Goods Lift' by Building Management for the duration of the removal or delivery. Removals/deliveries through the passenger lifts is strictly prohibited.
7. **Lift Measurements (without the Lift Covers):**

Lift car doors x 2	1100mm (W) x 2400mm (H)
Lift car internals	2000mm (D) x 1800mm (W)
Lift ceiling height	2700mm (H)
Maximum weight capacity	1000kg

8. **Removalist Parking:** There is Skye by Crown Group 'Loading Area' at the back of the building in Angelo St that Building Management provide access to. **Loading Area Height:** 3200mm (H)
9. **Damage to Common Property** Residents relocating are responsible for any damage to Common Property during the move and must advise Building Management immediately if damage occurs. **Please use reputable companies with appropriate insurances.**
10. **Behaviour must be appropriate.** Please be respectful and courteous to other Residents and adhere to instruction and guidance provided by The Skye by Crown Group Building Management Team at all times.
11. **Waste & Packaging** The removalist must remove all boxes and packaging from the building. Waste and packing material following the departure of the removalist must be removed from the Common Property and disposed of correctly.
12. **Cleaning** of the Common Areas is the responsibility of the Resident. An appropriate fee will be charged should a Cleaner be required.
13. **Indemnity.** Building Management and The Executive Committee reserves the right to cancel or halt any removals or deliveries at any time and cannot be held responsible for any associated cost or losses if moves need to be cancelled or halted.

Residents or removal companies who have not followed the above process for bookings will not be permitted to undertake a removal or delivery or if already started the removalist company will be stopped and requested to move off site (particularly relevant for moves that go past 4:00pm).