

Removal & Delivery Reservation Form

Please return your completed reservation form to the Concierge 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.

Location **The Stamford Residences & The Reynell Terraces, 171-183 Gloucester Street
The Rocks NSW 2000**

Requested Date **▶** ____ / ____ / ____

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

Apartment No. **▶** _____

Resident Names **▶** _____
 ▶ _____
 ▶ _____
 ▶ _____

Primary Contact **▶** _____ **Landline**
 ▶ _____ **Mobile**
 ▶ _____ **E-mail**

Resident Status **Owner** **Tenant**

Type of Booking **▶** **Move-In** **Move-Out** **Delivery** **Other** _____

Facility to Reserve **▶** **Loading Dock** **Goods Lift** **Contractor Ramp Parking**

Delivery Company **▶** _____ **Delivery Contact** **▶** _____

Contact Number **▶** _____ **Landline** **Mobile**

I understand and agree to abide by the procedures as stated attached and the registered By Laws

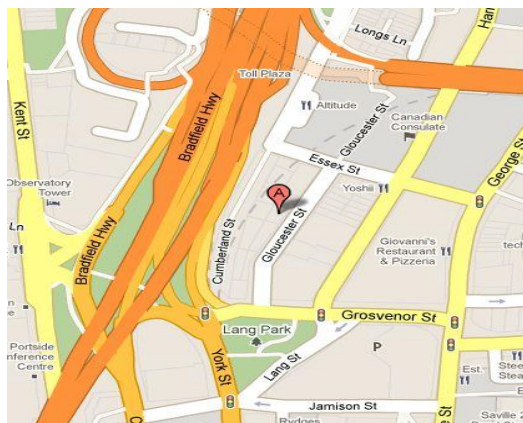
Signature of Primary Resident **▶** _____ **Date** **▶** ____ / ____ / ____

Please complete all bullet point (▶) marked fields of this document and hand in to Building Management.

OFFICE USE ONLY

Relocation time approved:	Database Updated:	Calendar updated:
BUILDING MANAGER Signed:		Date:

1. **Advance Notification** of intended relocations or deliveries must be booked by completing this form and submitting it to Building Management at reception with **a minimum of 2 working days prior notice**.
2. **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 Friday. Removals outside these times are not permitted. **No moves on a Saturday, Sunday or Public Holiday are permitted.**
3. **A \$1000.00 bond is required before the move commences. EFTPOS facilities are available.** Cheques should be made out to Owners Corporation SP 85578. Should any damage to common property be sustained or lift keys not returned, the bond will not be refunded. Any additional costs above \$1000.00 are at the resident's expense. An inspection of the common property by Building Management will occur before a refund of the bond is considered.
4. **Booking acceptance:** no booking will be accepted until the Building Management receives a completed Resident Register Form, removal and Delivery Reservation Form and the \$1000.00 deposit.
5. **Goods Lift Protection** will be made available by the Building Management who will install protective curtains and flooring to the goods lift in preparation for the removal or delivery. Removals through passenger lifts is prohibited without the protective coverings in place.
6. **Removalist Parking:** Removal trucks with up to a maximum height of 3 meters servicing the apartments in the Residential Tower may be parked in the loading dock located on Gloucester Street. Removal trucks servicing the Reynell Terraces must be parked in Cumberland Street next to the Residential lift lobby for the Reynell Terraces located on level 3.



7. **A Lift Key** may be made available during the course of the removal but must be returned directly to Building Management upon completion. **Lift Doorway Dimensions: H-2.09m, W-1.1m Lift Dimension: D-2.1m, W-1.45m, H-2.68m**
8. **Damage to Common Property** Residents relocating are responsible for any damage to common property during the move and are to advise the Building Management immediately if damage occurs. **Please use reputable companies with appropriate insurances.**
9. **Behaviour must be appropriate.** Please be respectful and courteous to other residents and adhere to instruction and guidance provided by The Stamford Residences & The Reynell Terraces staff at all times.
10. **Waste & Packaging** from removals must be removed from the common property and placed in the common garbage room located on level 1 next to the loading dock. The removalist must remove all boxes and packaging from the building.
11. **Indemnity.** Building Management and Owners Corporation 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.