



Moving & Delivery Booking Form

Requested Date ▶ _____ / _____ / _____

Requested Time ▶ _____ : _____ AM PM

Address Apartment ▶ _____

Resident Name ▶ _____

Mobile Number ▶ _____

Email Address ▶ _____

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

Delivery Company ▶ _____

Delivery Company Contact Person's Name ▶ _____

Delivery Company Contact Person's Mobile 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 ▶ _____ / _____ / _____



Move In/Out & Delivery Terms and Conditions

1. **Advance Notification** of intended relocations or deliveries must be booked by completing this form and submitting it to the Building Manager with a minimum of 48 hours (2 days) written prior notice. Removalists who arrive without a confirmed booking will be refused access.
2. **Reservation Times** for move-in / move-out are strictly between the hours 8.00am to 4.00pm Monday to Friday. Moves outside these times are not permitted (*unless by expressed written authority from the Owners Corporation*). **No moves on a Weekend or Public Holiday are permitted.** Reservations are accepted on a first come, first serve basis. Moves must adhere strictly to start/finish times to avoid clashes with other moves & the normal operations of the site. Moves are not permitted to run overtime – if not finished within the allotted time, removalists will be instructed to leave & make a new booking.
3. **A \$500 bond is required before the move commences.** Payment only accepted in the form of an EFT credit to the following account:

Account Name: Strata Plan 88695
BSB: 182 222
Account No.: 230 286 726

Please include your apartment number as the deposit reference, so that we can identify your payment.

Credit or EFTPOS facilities are not available, and cash will not be accepted. If Common Property is damaged during the move, a reasonable amount will be deducted from the bond to repair the damage. An inspection of the common property by Building Management will occur before a refund of the bond is considered. Refund of the bond will be within 7 days after completing a refund request form.

4. **Booking acceptance:** No booking will be accepted until the Building Manager receives a completed Delivery/Removal Booking Form or online reservation and the \$500 removal deposit. A completed Resident Registration Form will additionally be required for move-ins.
5. **Lift Protection** will be made available by Building Management, who will install protective curtains inside the lift in preparation for the move or delivery. Moves without lift protective coverings in place are prohibited.
6. **Moving Paths** Residents are responsible for ensuring that removalists have the required access fob to allow movers to access the required floor. **Use of the lifts will be for a period of no more than 4 hours.**
7. **Removalist Parking:** Removalist can park outside John Street without obstructing loading dock entrance. **Any fines incurred while parked on the street are the responsibility of the owner.**
8. **Common Property Inspection** Residents relocating are responsible for any damage to common property during the move and are to **advise the Building Manager immediately if damage occurs.** Before the Move or Delivery commences the building manager will complete a visual inspection of the common property. It is recommended that only reputable removalist companies with appropriate insurances (at minimum Public Liability Insurance) are used.
9. **Behaviour must be appropriate.** Please be respectful and courteous to other residents and adhere to instruction and guidance provided by The Tempo staff at all times.
10. **Waste & Packaging from moves.** Please see the Building Manager about how best to dispose of **excess cardboard and wrapping** from the move. 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.



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12. **After the move is completed.** The resident and the driver of the delivery/removal vehicle are required to contact the building manager prior to attempting to leave the premises. This is to ensure that all areas have been kept clean and no damage has been made during the course of the move.