



# Resident Registration with Building Management at The Tempo

**Dear Resident,**

Welcome to The Tempo!

In order to assist with the efficient administration of The Tempo, we request that you complete the Resident Register Form overleaf. The information requested from you is conditional upon the terms itemised below. We request that you complete all applicable fields.

## Information Collected by the Owners Corporation

1. This information is being collected on behalf of The Owners Corporation of The Tempo Strata Plan 88695. The Owners Corporation may engage Building Management and/or Strata Management in the collection, maintenance and use of the information obtained.
2. This information may be provided to:
  - 2.1. the "Building Manager"
  - 2.2. the "Strata Managing Agent"
  - 2.3. Providers of emergency services under contract to the Owners Corporation
3. If the information is not provided, the Owners Corporation may not be able to efficiently discharge its duties. This may affect essential maintenance in relation to water seepage, electrical failure, fire certification, power outage and lift breakdown etc. In some instances, an additional charge may be levied, or cost incurred where you cannot be contacted, or the information is not readily available. Resident records are also vital should an emergency evacuation be necessary.
4. Residents may request that the Owners Corporation deletes your personal information from its records at any time (except for security device information). The Owners Corporation will destroy information you request to be deleted or which the Owners Corporation reasonably believes to be out of date.
5. Residents or other external parties will not be given access to, or information on, others on the databases.

Please complete this form and submit it to Building Management prior to moving in.

Thank you for your cooperation.

**Excel Building Management**



## RESIDENT REGISTER FORM

### Main Details

Apartment No.:	▶ _____	Move In Date:	▶ ____ / ____ / ____
Occupancy Status:	▶ <input type="checkbox"/> Owner <input type="checkbox"/> Tenant *		
Home or Primary Contact No.:	▶ _____	<input type="checkbox"/> Home	<input type="checkbox"/> Work <input type="checkbox"/> Mobile

### Primary Resident 1

Given Names:	▶ _____	Surname:	▶ _____
Work No.:	▶ _____	Fax:	▶ _____
Mobile:	▶ _____	Email:	▶ _____

### Primary Resident 2

Given Names:	▶ _____	Surname:	▶ _____
Work No.:	▶ _____	Fax:	▶ _____
Mobile:	▶ _____	Email:	▶ _____

### Vehicles

Make:	▶ _____	Model:	▶ _____	Registration:	▶ _____
Make:	▶ _____	Model:	▶ _____	Registration:	▶ _____

### Pets – (Please refer to By-Laws for clarification)

Type of Animal:	▶ _____	Name:	▶ _____
Type of Animal:	▶ _____	Name:	▶ _____

### Lease Information<sup>2</sup> (Tenants Only)

Managing Agency:	▶ _____	Work No.:	▶ _____
Primary Contact:	▶ _____	Mobile:	▶ _____
Lease Expiry Date:	▶ ____ / ____ / ____		

### Emergency Contact

Name:	▶ _____	Contact No.:	▶ _____
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### Confirmation

Signature of Primary Resident:	▶ _____	Date	▶ ____ / ____ / ____
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Please complete all bullet point ( ▶ ) marked fields of this document and submit to Building Management.

\* If you are a tenant, please provide a copy of the first 2 pages of your lease with this document.



## Move-In / Move-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 business 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 the 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. **Behavior must be appropriate.** Please be respectful and courteous to other residents and adhere to instruction and guidance provided by Building Management, 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.

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 move.