

Removal & Delivery Reservation Form

Please return your completed reservation form to the Concierge (theresidencecon@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.

Location **The Residence Hyde Park, 18 College Street, Hyde Park, NSW 2010**

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

Delivery Company Delivery Contact

Contact Number Landline Mobile

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

Relocation time approved:	Database Updated:	Calendar Updated:
Building Manager Signature:	Date:	

Procedures for Removals and Deliveries at The Residence Hyde Park

- 1. Advance Notification:** All Removals and Deliveries must be booked with a minimum of **2 working days' notice** by completing this form and submitting it to Building Management at The Concierge Desk before the booking will be confirmed. Approval is subject to availability. Notwithstanding this notification please refer to item 8 Removalist Parking.
- 2. Removal and Delivery Hours** are strictly between **9.00am to 4.00pm Monday to Saturday**. Removals/deliveries outside these hours are not permitted and entry will be refused. **Removals/deliveries on a Sunday or Public Holiday are not permitted.**
- 3. A \$500 bond is required** with a minimum of **2 working days'** prior the booking date. Payments must be made to the details below and the Remittance Advice to be sent to theresidencecon@excelbm.com.au
The Residence Hyde Park – Strata Plan 85982
Bank Details: Macquarie Bank
Account Name: Peter Clisdell Pty Limited Trust Acct for SP85982
BSB: 182-222
ACCT: 2447-77751
Should any damage to common property be sustained or lift keys not returned, the bond will not be refunded. Any additional costs above \$500 are at the resident's expense. An inspection of the common areas and a 'Condition Report' will be conducted by Building Management with the booking Resident prior and following 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 the \$500 bond.
- 5. Reservation Terms and Conditions:**
 - Resident is only permitted two of these bookings within the one week. Any intended variation to this must be detailed in writing and submitted to Building Management for the Executive Committee's approval.
 - No double bookings are permitted without the approval of the Building Manager or Head Concierge and only single lift bookings will be considered.
 - Either the booking resident or an appointed representative must remain in the foyer to ensure that removalists have clear access, they maintain a clear space for other residents to access the lift areas and to monitor for any damage.
- 6. Lift Protection** (protective covers and flooring) will be erected by Building Management to a passenger lift in preparation for the removal or delivery. Removals through passenger lifts are prohibited without the protective coverings in place.
- 7. Lift Measurements:** The lift dimensions are:-
Lift Door opening: 895mm wide x 2195mm high
Lift cars are 1000mm wide (between handrails) x 1910mm deep x 2600mm high (height only achievable if furniture / deliveries can be turned up into the car).
- 8. Removalist Parking:** There is no loading dock for the building. Delivery vehicles must arrange their own parking.
- 9. A Lift Key** may be made available during the course of the removal/delivery but must be returned directly to Building Management upon completion. *If during the booking period the removalists are required to spend a period of time within the apartment, or at the removalist truck, the lift must be returned to normal usage until required again.*
- 10. 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.***
- 11. Behaviour must be appropriate.** Please be respectful and courteous to other residents and adhere to instruction and guidance provided by The Residence Hyde Park staff at all times.
- 12. Waste & Packaging** The removalist must remove all boxes and packaging from the building. If there is only a small quantity of waste and packaging it can be removed from the common property floor and placed in the recycle or waste service rooms located on basement B1. Ensure that the correct items are left in their respective locations.
- 13. Cleaning** of the Common Areas is the responsibility of the resident. An appropriate fee will be charged should a cleaner be required.

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 removals 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).