

Move-In/Move-Out & Large Deliveries – Request Form

Email completed form to trevilion@excelbm.com.au a minimum 2 business days prior to move-in/move-out.

Move-in/Move-out/Delivery Details:

Unit No:		Type of Booking:	<input type="checkbox"/> Move-In <input type="checkbox"/> Move-Out <input type="checkbox"/> Delivery (over 1m ³)
Requested Date		Time (see Conditions):	

Resident Details:

Resident Name(s):		Delivery Company: <small>Please provide insurance details</small>	
Resident Mobile No's:		Delivery Contact Name:	
Resident Email:		Delivery Contact No.:	

Managing Agent Details:

Managing Agent:		Contact Name:	
Office Contact No.:		Contact Number:	
Office Email:		Contact Email:	

Conditions:

- Times** for moves/deliveries are **strictly between 9am and 4pm** (moving during peak hours is not permitted, due to only one lift servicing entire building). **Moves outside these times are not permitted.**
- Moving trucks** must park in car park loading dock and enter from car park entry (unless truck is higher than 3.4 meters). You must escort your removalist's truck into loading dock on the ground floor. **No moves are permitted through the foyer front glass doors under any circumstances.**
- Removalists** shall allow unrestricted access to the car park and driveway for other vehicles entering and exiting the driveway. **There is a height restriction of 2.1 meters elsewhere in car park, so no vehicles exceeding that are allowed up the ramp.**
- Damage to Common Property** Residents moving-in / moving-out or receiving deliveries are responsible for any damage to common property during the move. **If damage occurs to common property, residents must advise the Building Manager immediately [0488 282 850].**
- A moving bond of \$300 is to be transferred to the Owners Corporation bank account in case of accidental damage or items left behind on Common Property – Bond will be returned at the successful completion of the move:**

ACCOUNT NAME	BANK	BSB	ACCOUNT NUMBER
Owners Corporation SP62782	Bank of Queensland (BOQ)	124-367	21864192

Note: At time of payment, please provide the following reference "Move-In/Move-Out – Unit ##" where ## is your Unit No.

- Waste & Packaging** should be removed from apartment floors and placed in the appropriate bins in the loading dock. It is preferred that the removalist removes all boxes and packaging from the building.
- The lift doors** can be kept open for an extended period by pressing the "Open Door" button inside the lift only. **If the doors start to close do not try to stop them physically as damages will occur.** Please DO NOT use boxes or other items to keep the lift doors open. The use of boxes etc. may cause damage to the lift. The cost of the OTIS Lift technician will be invoiced to the resident conducting the move.
- I have read the above conditions and a copy of the Trevilion By-Laws and understand my rights and responsibilities.**

Loading dock measurements:	Height clearance: 3.4m
Lift Dimensions:	Lift Car: 2000mm (high) x 2090mm (deep) x 1450mm (wide)
	Lift Door opening: 2100mm (high) x 1000mm (wide)

Resident Name:	
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I agree to abide by the above guidelines and conditions (please tick the box).

Signature:		Date:	
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