

Procedures for Removals & Deliveries at *Stamford Cosmopolitan*

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 5 working days prior notice**.
2. **No moves on a Saturday, Sunday or Public Holidays are permitted.**
3. **A \$500 bond is payable prior to your move commencement with deposit to account:**

Owners Corporation SP 82068.

Account Name – The Owners 82068

BSB 124-367

Acct No 2187 1982

Should any damage to common property be sustained, bond will not be refunded. Any additional costs above \$500 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 Manager receives a completed resident register form, removal and delivery reservation form and the receipt for \$500 removal/move-in deposit.
5. **Lift Protection** will be made available by the Building Manager for the installation of protective curtains and flooring to the lift in preparation for the move or delivery. Approximate lift dimensions are 2.5m height, 1.3m wide, 1.9m depth. Lift door jam is .99m wide and 1.88m height.
6. **Removalist Parking:** for residents living in the eastern side of the building, the removal truck needs to be parked in the 'no parking' zone located next to the taxi zone and the 8 Knox street entrance. For residents living in the western side of the building, the removal truck needs to be parked in the first half section of the metered parking area which starts at the corner of Bay street and Knox street. This section is located next to the west entrance of the building located at 22 Knox street.
7. **A Lift Key** will be made available during the course of the move by the Building Manager. **The West lift (no 4) cannot be booked exclusively.**
8. **Damage to Common Property** Residents relocating or moving-in are responsible for any damage to common property during the move and are to advise the Building Manager 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 Stamford Cosmopolitan staff at all times.
10. **Waste & Packaging** from moves must be removed from apartment floors and placed in the appropriate bins made available in the residential garbage room located next to the disabled toilet on the ground floor of the building in the retail area. If you have large boxes, they should be stacked neatly behind the recycling bins. No packaging or cardboard is to be placed in the garbage rooms on the floors. **It is preferred if the removalist removes 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. The Removalist must provide copies of the permit to stand before being permitted access to undertake a removal or delivery.