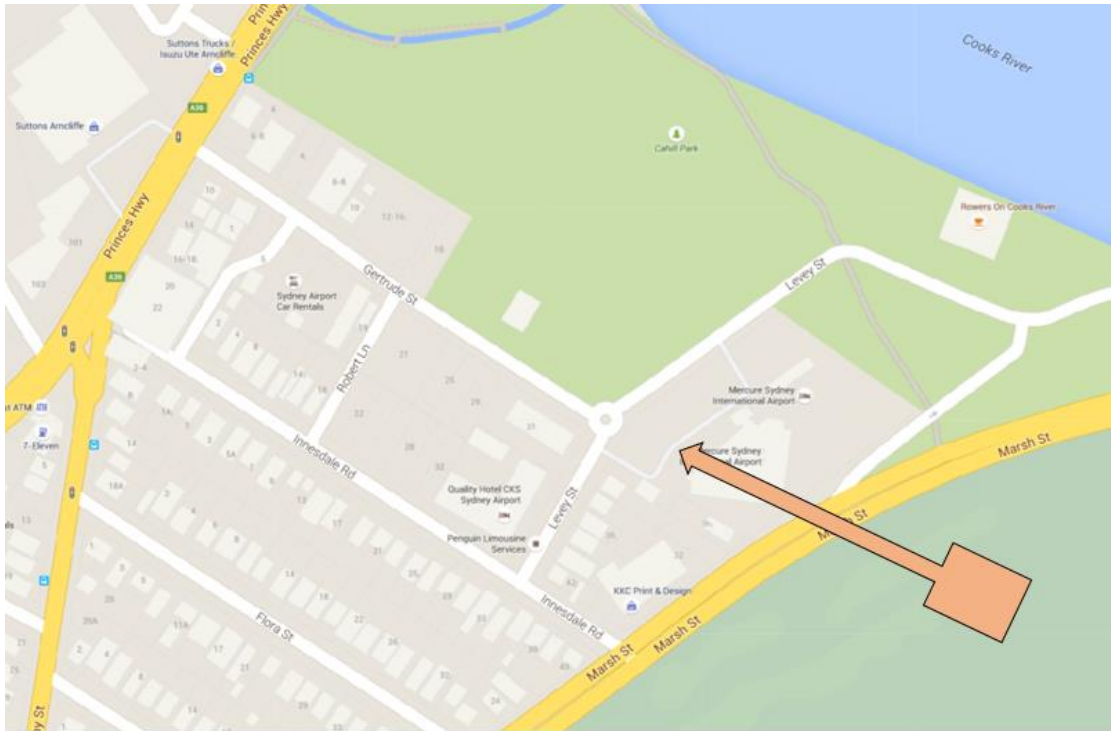


## DELIVERY AND REMOVAL BOOKING FORM



REQUESTED DATE:

REQUESTED TIME:

APARTMENT NO.:

BUILDING No.:  A (20 Levey St.)  B (24 Levey St.)  C (26 Levey St.)

RESIDENT NAME:

MOBILE NO:

E-MAIL:

TYPE OF BOOKING:

MOVE-IN  MOVE-OUT  DELIVERY  OTHER

DELIVERY COMPANY:

DELIVERY COMPANY CONTACT NAME:

DELIVERY COMPANY CONTACT NO:

AGREEMENT:  I understand and agree to abide by the Conditions as stated attached and the registered By-Laws.

SIGNATURE OF PRIMARY RESIDENT:

DATE:

Please complete all fields of this document and submit to Building Management for approval.

You must tick the box above and provide a signature to confirm your agreement to the Terms and Conditions for this to be a valid document.

## DELIVERY AND REMOVAL 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 3 working days. Removalists who arrive without a confirmed booking will be refused access.
2. RESERVATION TIMES for Move-In / Move-Out are strictly between the hours 7:45am to 4:45pm 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. No more than 2 separate relocation bookings can be accepted per day, with either a morning or afternoon start. Moves must adhere strictly to start/ finish times to avoid clashes with other moves and the normal operations of the site. Moves are not permitted to run overtime - if not finished within allotted time, removalists will be instructed to leave and make a new booking.
3. **A \$500.00 BOND IS REQUIRED BEFORE THE MOVE COMMENCES.** PAYMENT WILL ONLY BE ACCEPTED IN THE FORM OF AN ONLINE TRANSFER TO THE BANK DETAILS BELOW:

Building A	Building B	Building C
SP 92277	SP93193	SP95243
BSB: 182 222	BSB: 182 222	BSB: 182 222
Account: 2891 47449	Account: 2963 54418	Account: 2324 24242

**(Note: When completing the bond payment please provide a reference to your apartment and note the reason for the bond payment e.g. B### Move-Out. A copy of the remittance advice is to be forwarded to the Building Manager.)** When confirming the remittance please provide your bank details (Name, BSB and Account Number) in order for the deposit return to be arranged.

Should any damage to Common Property be sustained, the bond will not be refunded. If Common Property is damaged, a reasonable amount will be deducted from the Bond to repair the damage. An inspection of 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 Delivery & Removal Booking Form and the \$500.00 Delivery/ Removal deposit. **A completed "Resident Registration Form" will be required for Move-Ins.**
5. LIFT PROTECTION will be made available by Building Management staff, who will install protective curtains and floor coverings inside the lift in preparation for the move or delivery. Moves without lift protective coverings in place are prohibited.
6. MOVING PATH: All moves are to take place through the ground floor lift lobby. Residents are responsible for ensuring that removalists have the required access fob to allow movers to access the required floor. Use of the lift will be for a period of no more than 3 hours.
7. REMOVALIST PARKING: All removalist trucks will need to find parking on the street as there is no onsite loading dock or parking.
8. COMMON PROPERTY INSPECTION SHEET: 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, in conjunction with the resident, complete a Common Property Inspection Sheet. 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 Building Management staff at all times.
10. WASTE AND PACKAGING FROM MOVES MUST BE REMOVED from Common Areas and placed in the Garbage Collection Room located in the ground floor lift lobby in the car park. Smaller packaging or cardboard may be placed in the garbage rooms on the floors. It is preferred if the removalist removes all boxes and packaging from the building. **ALL boxes left on site must be FLATTENED.**
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 CONDITIONS for the booking will not be permitted to undertake a removal or delivery and, if already commenced, will be requested to leave the premises immediately.
12. AFTER THE MOVE IS COMPLETED. The resident and the driver of the delivery/removal vehicle is 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. Failure to carry out this inspection may result in the cost of cleaning and/or repairs being deducted from the bond.