

## MOVING INSTRUCTIONS

Residents moving furniture or large items into or out of the building must first book with building management at least **48 business hours** prior to the move to ensure the lift is available, co-ordinate your move with other residents and ensure lift protection is installed. Priority will be given on a first-in basis and one resident is allowed to move into the building at any one time.

### MOVING TIMES

Residents are currently permitted to move 7 days a week as follows:

- **Monday to Saturday:** 07:00 am to 8:00 pm
- **Sunday:** 08:00 am to 12:00 pm

### MOVING PROCESS

Moreton By The Park has one lift in each building allowing one resident to move into the building at any one time. Moving is only permitted during the designated hours outlined above, and only registered residents can book the move.

All items must enter the building through the entry foyers or via the car park level. Residents must ensure that the delivery vehicle is safely parked on the street. Lift covers will be put up to prevent damage to the lift car:

The dimensions of the lift are:

- Lift Door height 2010 mm
- Lift Door Width 1000 mm
- Inside Car Height 2700 mm
- Inside Car Width 1400 mm
- Inside Car Depth 1850 mm

### BOOKINGS

Residents must book their move **up to 48 business hours** prior to commencement to ensure lift protection is installed to prevent damage to the lift.

### BOOKING PROCEDURE

Residents can make a booking by emailing [management@moretonbythepark.com.au](mailto:management@moretonbythepark.com.au) with their preferred date and moving time. For security purposes, residents must have their details registered with the management for a booking to be accepted.

### PRIOR TO MOVING

- Residents must arrange payment of a \$300 bond to the Owners Corporation's Trust Account using the following details:

- **Account Name:** SP74760

**BSB:** 182-222

**Account Number:** 226967396

**Description/Reference:** Strata Plan, Unit number, Move In / Out (i.e., SP74760 Apt 12 Move In / Out)

- Confirmation of payment must then be provided in a form of receipt to Building Management before the move in date. The receipt can be sent to [management@moretonbythepark.com.au](mailto:management@moretonbythepark.com.au)

### **ON THE DAY – COMMENCING YOUR MOVE**

On the day, please contact Building Management on 02 7258 3996 (between 07:30 am to 12:30 pm) weekdays, who will assist you with parking locations and explain the moving procedure.

Building Management will carry out an inspection of the area before and after the move to ensure no damage has been made and the area left clean and tidy.

Please refer to the below moving conditions that must be adhered to when carrying out your move:

### **MOVING CONDITIONS & OTHER INFORMATION**

- There is a period of 4 hours allowed per move and please note exclusive use of the lift can't be provided as there is one lift for each building.
- King-sized beds and other large items will not fit in the lift and will need to be transported up the fire stairs. Please check the lift sizes mentioned above.
- Trucks and other large vehicles can only be parked on the street, alternatively a smaller vehicle may be able to park in the basement car park visitors spaces. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times. You are to share the lift with the other residents travelling, so ensure to always acknowledge their lift usage.
- Only 1 apartment is permitted to move at a time.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately.
- No mess (dust, dirt, rubbish, surplus furniture, or personal effects) is to be left on common property; items must be disposed of properly.
- Any large items to be discarded must be arranged with Building Management directly, please do not leave items around the complex or fill the garbage rooms. These areas are under 24/7 surveillance.
- Paths of transit such as the lifts, hallways and car park must be suitably cleaned post move so that they are clean and tidy, this includes vacuuming the lift and hallway floors.