

# Eq. Tower MOVE IN GUIDE

## **MOVE IN PROCEDURE**

It is imperative you book a date and time for your move in as soon as possible.

To do so, please use the following instructions:

1. Register for a BuildingLink profile at <https://www.jotform.com/MelbourneBM/eqblink>
2. Log into your BuildingLink profile via <https://eqtowerhub.buildinglink.com>  
OR through the BuildingLink APP
3. Click on *Amenity Reservations*
4. Click on *Add New Reservation*
5. Select the *Move In/Out* Amenity
6. Select the date and time you wish to book
7. Make sure your contact details are correct
8. Once you have selected the date & time click *Save*
9. You will then see your requested booking
10. You will receive a confirmation email when your request has been confirmed

Please note the following;

- Moving of furniture or bulky goods to or from the building may only proceed upon approval by Building Management
- No items are to be moved through the front foyer
- Move ins/out must be booked via BuildingLink (instructions below)
- You must provide a minimum of 24 hours' notice
- Moves are only permitted on weekdays between the hours of 10.00am and 4.00pm
- Each booking is limited to 2 hour timeslots
- Lift measurements are 1900 mm long X 1300 mm wide X 2600 high. Door of the lifts measure 1000 mm wide X 2100 mm high. Loading Bay height is 3.8m
- If using removalists, please advise them to be punctual
- The loading bay is located immediately to the right once you enter the car park entrance
- A copy of your removalists insurance certificate must be provided to Building Management prior to your booking to protect you in the event your removalist causes damage to common property. If an insurance certificate is not provided and damage occurs, you will be asked to pay for the damage to be repaired
- Under no circumstance is any packaging, wrapping, boxes, and polystyrene from your move in to be placed down the recycling chute as this will cause blockages. All move in packaging must be taken away by your removalist company.

All building-related queries in regards to your move in should be sent to the Building Assistant:  
[assist@eqtower.com.au](mailto:assist@eqtower.com.au) or phone 0417 469 326.

## **BUILDING MANAGEMENT**

*Building Manger*

Mobile: 0409 931 705

Email: [manager@eqtower.com.au](mailto:manager@eqtower.com.au)

*Building Assistant*

Mobile: 0417 469 326

Email: [assist@eqtower.com.au](mailto:assist@eqtower.com.au)

## **OWNERS CORPORATION**

The Knight Alliance have been appointed as the Owners Corporation for EQ Tower.

Phone: 9509 3144

Email: [melody@theknight.com.au](mailto:melody@theknight.com.au)

## **UTILITIES**

The gas and electricity supply is part of an 'embedded network', meaning there is only one provider for the entire development. Please ensure you activate an account with these utility providers before moving into the property to ensure they are active when you move in.

**Electricity:** Win Energy - 1300 448 862, <https://www.winconnect.com.au/>

**Gas Hot Water & Gas Cooktop:** Origin Energy - 1800 684 993, <https://originenergy.com.au>

**Water:** City West Water (Arranged via Connect Now during your signup or on 1300 554 323)

## **TELEVISION CONNECTIONS**

Television is accessible via plug in points which are connected to a 'free to air' television aerial. Your connection also includes a Pay TV point. You will need to arrange connection for Pay TV directly with Foxtel (131 999 or <https://www.foxtel.com.au>) at your own expense.

## **PHONE & INTERNET CONNECTIONS**

EQ Tower is NBN ready and each apartment contains data points which allow you access to internet services. You will need to arrange your own connection through your preferred provider.

There is also a built-in wireless network functioning within EQ Tower. For more information or to connect, visit <http://www.b-fi.com.au/>

## **RUBBISH DISPOSAL**

Rubbish chutes are located on each floor. Please refer to the user manual for further information

## **COMMON FACILITIES**

Level 7 features an outdoor green oasis, pool, spa and sauna.

Inside is a comprehensive gym, private cinema, dining room, kitchen, lounge and karaoke suites.