

THE GUILFOYLE

35-47 COVENTRY STREET, SOUTHBANK VIC 3006
BUILDING MANAGER: CAMERON STEWART
MOBILE: 0448 167 604
EMAIL: bm@theguifoyle.com.au

Move In/Out & Delivery Agreement

Between:

Owners Corporation No. 1 – PS638768B/1 of 35-47 Coventry Street, Southbank and **Owners Corporation 2 – PS638768B/2** of 35-47 Coventry Street, Southbank (together referred to as **“Owners Corporations”**).

And:

The **Resident** or **Person Responsible** named below.

This form is issued on behalf of the Owners Corporation and once signed is a binding agreement for all moves and deliveries in or out of the building whilst you are a tenant or owner occupier of the building. All bookings can be made via email to bm@theguifoyle.com.au . Please allow at least 48 hours’ notice via email for any moves so as to ensure a time slot

Apartment No.: _____ Date: _____ Time: _____

Owner Leasing & Leasing Agent’s Name: _____

Resident Name or name of **Person Responsible** for move:

(Please Print): _____

Company Name (if applicable): _____

Address: _____

Your Contact Number: Mobile: _____ Other: _____

Email address: _____

Are you moving from another apartment within The Guilfoyle? YES NO

If YES, enter the Apartment number you are moving from (for damage/liability check): Apt No. _____

By signing this form I acknowledge and agree with the Owners Corporations that:

- All hard rubbish & all moving materials must be completely removed from The Guilfoyle building and all common areas including the Loading Bay area and lifts.
- If I do not remove all hard rubbish, boxes and/or packaging materials I will pay or reimburse to the Owners Corporations all costs incurred by them for the removal.
- I shall take all reasonable care not to damage any part of the Common Areas in the building in carrying out the move.
- Should any damage be caused to the Common Areas as a result of the move I will pay or reimburse the Owners Corporations all costs incurred by them for repairs and/or replacement.
- If Building Management staff are delayed in finishing their rostered shift due to my move/delivery running overtime (After 5pm Mon-Fri & 4pm Sat, No moves permitted on Sundays) then I will be invoiced for the cost per hour or part of; \$85.00 per hour.
- That I understand the location and correct operation of the following:
 - Goods lift
 - Emergency evacuation alarm sounds, nearest exits and assembly are
 - Sprinkler head locations

Signature: _____

Date: _____

Print Name: _____