

R Corp Presents

THE YORK

W. BRUNSWICK

MOVE-IN MOVE-OUT PROCEDURES

MOVE-IN / OUT PROCEDURES & RULES

All owners and resident/s moving into or out **MUST** do so in accordance with the following:

BOOKING PROCEDURE

Please note that residents move in or move out must give no less than 48 hours' Notice.

You must book a time with the Owners Corporation Manager (Aaron Harvey), for moving in or out of your apartment, who will supervise and coordinate your move to help you make the process as easy as possible.

To book a Move in / out time please contact Aaron on:

- Email: aaron@tbre.net.au or
- Mobile **+61 402 581 388**.

A time slot will be arranged on a "first come first served" basis. No movements can take place on Sundays or Public Holidays.

MOVE IN/ OUT PROCEDURE

The following must be adhered to for all moves into the property:

1. You must obtain from the OC Manager a lift isolator key and pay the required security deposit (\$50.00). Once your move in is completed, the lift isolator key must be returned and your security deposit will be returned to you provided no damage to the common property has occurred in the process of your move.
2. You must ensure all items move in and/or move out through the ground floor car park via the designated lift and follow a predetermined route outlined by the OC Manager.
3. It is preferred that removal trucks/vans **DO NOT** park within the car park and **MUST** park outside the property. **Note that the maximum height limit for any vehicle entering the car park is 2.1 metres.**
4. All movement of larger furniture **MUST** be brought in through a predetermined route to the lift allocated by the OC Manager as your goods lift for your move. One elevator only will be used for movement of all items, it will be fitted with protection covers. Internal dimensions of the lifts 1.4 metres wide, 1.97 metres deep and 2.4 metres high; no article of furniture exceeding those dimensions is to be brought into the building.

5. Lift protection covers must be installed in the goods lift for the duration of your move in. Under no circumstances is a lift without protection covers to be used for moving purposes.
6. You will be allocated a one-hour time slot (longer if necessary and only with prior agreement with the OC Manager and the times available are between **Monday to Friday 9am - 5pm and Saturday 9am - 12pm**).
7. If you have smaller items in your car you are able to utilise the designated lift from your car park level but please handle carefully.
8. All contractors and other persons involved in the move in and/or move out must not unduly restrict access to common areas such as lifts, entrances, car parking spaces and entries to the building or fire escape paths.
9. Emergency areas **MUST** be kept clear at all times no exception.
10. All common areas must be kept clean, no rubbish and liquid of any kind is to remain.

MOVE IN/ OUT DAMAGE

Prior and following your move in, the common areas will be inspected:

1. Any damage to common areas or your rented Apartment including scratches, chips and marks on floor, walls, doors or lifts which are caused by either the resident or the removers during move in / out will be your responsibility to have cleaned or promptly restored to original condition. So please be careful.
2. Where damage occurring to any part of the property is not cleaned or promptly restored to original condition, an account will be sent to the Lot Owner concerned and must be paid within 14 days. Any amounts outstanding will be shown as a debt against the Lot.
3. Please take special care of the "Fire Sprinklers" outside of lifts and ensure that they are not knocked or damaged in any way while carrying furniture. If they are activated, then you will be charged all associated MFB and other costs.

MOVE IN / OUT RUBBISH

1. All furniture, electrical products, mattress etc. **MUST NOT** be left anywhere in the building.
2. All large rubbish, cardboard boxes (flattened) and polystyrene pieces **MUST** be brought down to the lower floor bin room where a bin will be provided for your convenience.
3. All big and heavy rubbish is prohibited from being pushed down the rubbish chute on any level.
4. In relation to items (1) and (2), any items or rubbish items left in hallways or rubbish rooms on any level will result in **a cleaning fee being charged to you**. In relation to item (3), any damage or blockages occurring will result in **a repair fee that will be charged to you**.

OWNERS CORPORATION DETAILS

The office number for Ownerscorp Commercial is 03 9820 0055