

## **RE: IMPORTANT INFORMATION FOR ALL RESIDENTS**

The Owners Corporation takes this opportunity to welcome all residents to Will & Co Apartments. We provide you with the following information to supplement that provided in your Apartment Manual. Kindly attach a copy to your Apartment Manual for the benefit of future occupants.

### **OCCUPANT MOVE IN OR OUT**

Please log on to [www.mimor.com.au](http://www.mimor.com.au) to book your move in or out time. For any issues please contact Jake Sharp ([jake@mimor.com.au](mailto:jake@mimor.com.au)).

Each move will be allocated a period not exceeding 2 hours.

Once you have booked in your 2 hour time slot you are free to move in at that time through the front (Wilson Street) entrance.

**Parking:** There is no allocated parking for trucks so it is up to you or the removalist company to find appropriate parking at the front of the building.

**Do not** block the driveway (Ellis Street) at any time or move in through the rear of the building. All move ins/outs will be through the front entrance of the building.

**Lift:** Use only the lift that has lift protection. **Do not** put anything in front of the lift doors to keep them open. This will cause the lift to break down. You have approx 45 seconds before they will beep and slowly close. If this happens please let the doors close, **Do not** force them open. Once you have done that press the open button or call the lift and continue placing items in or out of the lift.

**Important:** DO NOT USE THE DISABLED LIFT TO MOVE ITEMS AT THE ENTRANCE OF THE BUILDING. IT WILL BREAK DOWN AND YOU WILL BE RESPONSIBLE FOR THE COST OF FIXING IT.

**Damage to the property** - Please note that the cost of reinstating any damage to the common property caused by residents moving in will be passed onto the resident that caused the damage. You are responsible for your removalists and we therefore suggest that you supervise them and ensure they have adequate insurance covers in place.

### **USE OF CAR STACKERS**

Use of the car stacker is only permitted after an induction has been completed. Please contact Car Stackers International to arrange an induction - 9462 7400. The cost of the induction is \$121.00 and is payable by the resident.

### **ELECTRICITY FOR APARTMENTS**

There is an embedded electricity network at this property, which is held by OC Energy. Please find attached instructions for setting up your account.

### **GAS FOR THE COOK-TOPS & HOT WATER**

The Owners Corporation pays for the gas used for cook-tops, however occupiers are responsible to pay for the gas they use to heat water. There are individual hot water meters for each apartment, which are read to ascertain the gas used to heat the water.

This account **must** be set up with Origin Energy. New residents should complete the attached form and email back to [hotwaterconnections@originenergy.com.au](mailto:hotwaterconnections@originenergy.com.au) to avoid the supply to the apartment being disconnected. Alternatively, residents can call 1300 734 533 and open an account over the phone. **Please do not contact our office to set up your account.**

### **COLD WATER SUPPLY FOR APARTMENTS**

Is supplied by South East Water - 13 16 94.

### **INTERNET / PHONE**

The choice of internet and landline phone connections is at the discretion of the resident. If you do not connect with Telstra the MDF (main distribution frame) connection will need to be jumpered to the apartment. ModTech Group (Will Ransom - 0449 970 488) can complete this work at a cost of \$165.00. This work can only be completed by an appropriately licenced contractor.

### **NBN**

The NBN is not currently available at the property.

### **FOXTEL**

FOXTEL is available at the building (or will be when the paper work has been finalised - this is yet to be confirmed). The resident needs to contact Foxtel to arrange for the connection directly.

### **ACCESS CONTROL DEVICES**

Additional swipe cards and remote controllers for the car park (if you have a car space) can be purchased via our office in due course when we receive confirmation that the relevant products are available. The cost at this stage is not known.

### **MAIL DELIVERY**

Please ensure that you collect your mail from your letterbox in a timely fashion and **NEVER** leave keys or swipes in the letterbox for your friends, cleaners, etc to collect. Mail theft is a daily reality in South Yarra and overflowing letterboxes attract would-be thieves.

The letterboxes for residences 38 and 40 Wilson Street and 35, 37 and 39 Ellis Street are located in the main letterbox bank in the Wilson Street foyer.

### **FAULTS OR MAINTENANCE ISSUES - who to call**

Please note the Owners Corporation and builder's designated contractors (for plumbing, electricity, etc) as listed in the apartment manual.

The Owners Corporation may not reimburse an owner / occupant for calling a non-approved contractor to attend to a common property issue, particularly during the builder's defect warranty period. Tenants are requested to deal direct with their real estate agent or landlord.

Attachments:      OC Energy 34 Wilson Street Welcome Pack  
                          Origin Hot Water move in form  
                          Wil & Co - OC Rules