

# ARK APARTMENTS

## Instructions for Moving In and/or Vacating

1. Any resident/s intending to move furniture or large items in or out of Ark Apartments **MUST** do so in accordance with the following:

- a. Movements can only take place between the hours of 9.00 am and 5.00 pm, Monday to Friday;
- b. No movements can take place on Weekends or Public Holidays;
- c. Residents who wish to move in or out of Ark Apartments, or bring any large items in or out, must pay the Owner's Corporation Manager (or its representative) a fee to do so. These fees, which may be varied from time to time, represent
  - I. The cost that may be incurred by the Owner's Corporation for any damage caused as a result of the move in or move out, and
  - II. The costs involved in arranging for protective covers to be installed in a designated lift car and the provision of a lift isolation key. This fee will be returned to the resident within seven (7) days provided
    - 1) no damage has been caused to the common property;
    - 2) the move in or move out is completed by 5 pm on the day of the move in or move out; and
    - 3) the lift isolation key is returned to the Manager's office by close of business on that same day.

2. Residents moving furniture and large items in and out **MUST**:

- i. Ensure all items move in and/or move out through the basement car park – **under no circumstances are items to be brought through the entrance foyer**;
- ii. Ensure that the movement of furniture and/or large items in or out of Ark Apartments does not restrict the normal movement of other residents and/or their vehicles in any part of the building including the car parks;
- iii. Ensure that all contractors and other persons involved in the move in and/or move out do not unduly restrict access to common areas such as lifts, car parks, entrances to the building or fire escape paths;
- iv. Not place any furniture or large item in any of the lifts without arranging for the protective covers to be installed;
- v. Advise the Owner's Corporation Manager **at least 72 hours prior to the intending move in or move out** to ensure all arrangements are in place.

3. In the event of damage occurring to any part of the common property and the cost of its rectification is not covered by the appropriate move in/move out fee, an account for the balance will be sent to the resident concerned and must be paid **within 14 days**. Any amounts outstanding will be shown as a debt against the Lot.

4. Removal contractors are required to provide a copy of the Contractors Insurance and sign a document to state that there is no damage to the building area to be traversed during the move in.

Bill Koetsier

Owners Corporation Manager

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