

MOVING IN / MOVING OUT / DELIVERIES

BUILDING POLICIES & PROCEDURES

The Owners Corporation has strict building policies and procedures for the moving of furniture and goods to minimise inconvenience and delays to residents especially during peak periods.

Booking:

- All Move-In/Move-Out and large deliveries must be pre-booked with the Building Manager, providing a minimum 48 hours' notice (excluding weekends).
- Approval is subject to meeting building rules and availability (first come first serve basis).

Permitted times:

- **MONDAY - FRIDAY only (No weekends or public holidays)**
 - **9:30am - 12:00pm**
 - **1:30pm - 4:00 pm**
- It is the resident's responsibility to ensure the removalists are on time and moves are completed within the allocated period.

Unauthorised Moves/Deliveries:

- Unauthorised moves or deliveries, or approved moves and deliveries occurring outside the allocated times, is a breach of building policies and procedures.
- The Owners Corporation may impose appropriate penalties against the resident when a breach occurs.

Notes:

- Moves/large deliveries must be made from Queens Lane only - NOT via front lobby.
- Moves and deliveries can only be made via B1 lift no.2 (middle lift).
- The resident will be responsible for any damage caused to building property and common areas
 - Accidents must be reported to the Building Manager immediately.
- The resident will be responsible for all cleaning expenses and costs when:
 - Items are left in the basement parking bay and cage when moving out;
 - Inappropriate rubbish is thrown down the waste chute;
 - Rubbish, dirt and water leaks are left on the floor and all common areas.
 - Please drain water from fridges/washing machines, and pipes are taped upright against the machine to prevent leaks onto the floor.
- Complete **New Resident Registration & Induction Training** on or before your Move-In day.

LOVE WHERE YOU LIVE

594 St Kilda Road, Melbourne