



## **MOVING-IN/OUT**

You **must** make an appointment to book a move in/out. Please note all appointments must be made at least 72 hours prior to move in. To ensure the move in/out process is organized with minimal disruption to other residents and all common areas are protected against damage, each move in must be booked with the Caretaker. A lift will be assigned for your use for a **maximum 3-hour period**

**Please contact the Caretaker on 9827 5949 to book in a time or [claracaretaker@cranecorp.com](mailto:claracaretaker@cranecorp.com)**

### **Move in Time: MOVE IN/OUT MUST BE PRE-BOOKED**

**Monday to Friday:** 9:00am – 12:00noon & 1:00pm – 4:00pm

**Saturday:** 9:00am- 12:00noon

### **Notice**

A minimum of three days' notice is required to secure a lift. Moving in times will be assigned in a maximum of **3-HOUR** blocks and strictly monitored.

### **Lift Covers**

To protect the lift against damage the Caretaker will have lift covers installed. The Caretaker will also inspect corridors/lift for existing damage prior to your move in/out.

### **Removalist**

You are required to provide the Caretaker with the Removalists certificate of currency, if this is not current or not provided the Removalist will not be given access to the site.

### **Booking a Lift**

Please contact the Caretaker on phone 9827 5949.

### **Lift Dimensions – Clara Tower**

Internal Lift Size – 2700mm(High) x 1450mm(Wide) x 2000mm(Depth)

Lift Door Opening Size – 2100mm(High) x 1000mm(Wide)

### **Park Apartments**

Internal Lift Size – 2200mm(High) x 1100mm(Wide) x 2100mm(Depth)

Lift Door Opening Size – 2100mm(High) x 900mm(Wide)

*Please ensure that utmost care is taken when moving your items through the common areas so as not to damage lobby walls or lift, oil or damage to the drive way. If damage is found after your move in slot, you will be asked to repair the damage.*

All move in/out are to occur from either basement car park or Clara Street (The Caretaker will ensure the bollards have been removed so the truck can gain access). **Please ensure that removalist trucks do not park at the car park entrances nor at the pedestrian entrance to the Clara development.**