

Moving Booking

Move **IN** or **OUT**

Address: Apartment Number: _____

Requested Date of Move: ____ / ____ / ____

9 Commercial Rd or 539 St Kilda Rd
(tick one box)

Please Note: Moves are NOT permitted on weekends or Public Holidays

Requested 'Time Window' for Move: **08:00hrs – 12:00hrs** **12:00hrs – 16:00hrs**
(tick one box)

Removalist Company: _____ Removalist Contact Name/Number: _____

Number of Residents: ____ Owner or Tenant Pets: ____ Dogs ____ Cats
(insert number) (tick one box) (insert number) (insert number)

Tenant's Real Estate Agent Details:

Name: _____ Contact Name: _____ Contact Phone: _____

Security Access Devices: (see over page about activating your Access Devices)

Access Swipe Serial Numbers: _____ Carpark Remote Serial Numbers: _____

If Moving In/Out please advise date you Collect/Handover your keys and access devices ____ / ____ / ____

Details of Resident(s) (if more than 3 residents please complete an additional form):

<p>(Mr/Mrs/Ms/Dr) _____ (Circle One) (Family Name)</p> <p>_____ (Given Name)</p> <p>_____ (Mobile Phone)</p> <p>_____ (Email Address)</p> <p>_____ (Car Make/Model/Colour)</p> <p>_____ (Car Registration Number)</p> <p>_____ (Signature)</p>	<p>(Mr/Mrs/Ms/Dr) _____ (Circle One) (Family Name)</p> <p>_____ (Given Name)</p> <p>_____ (Mobile Phone)</p> <p>_____ (Email Address)</p> <p>_____ (Car Make/Model/Colour)</p> <p>_____ (Car Registration Number)</p> <p>_____ (Signature)</p>	<p>(Mr/Mrs/Ms/Dr) _____ (Circle One) (Family Name)</p> <p>_____ (Given Name)</p> <p>_____ (Mobile Phone)</p> <p>_____ (Email Address)</p> <p>_____ (Car Make/Model/Colour)</p> <p>_____ (Car Registration Number)</p> <p>_____ (Signature)</p>
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Booking the Move

As there are different requirements for moving, depending upon where your apartment is located, **it's vital for residents to complete and lodge this Form with the Building Manager's Office at least 3 days prior to the proposed move.** These requirements include booking loading bays, locking of lifts etc. There are certain lifts and areas which are not to be used or accessed during moving (see below). Please ensure your Booking has been confirmed by the Building Manager's Office **before** you finalise your plans.

Insurance

You must arrange for your Removalist to provide the Building Manager's Office with a copy of a Certificate of Currency for their Public Liability Insurance Policy, **before** your move. Your Removalists will not be allowed on site without this being provided.

Common Property Damage

You are required to accompany the Building Manager on an inspection of the common property before and after the move. The cost of repairing any damage caused during the move will be your responsibility. Furniture or Goods must be moved directly from Truck to Lift and then from Lift to Apartment. Furniture or Goods must not be stacked in Corridors or Foyers.

OFFICE USE ONLY

Date Booking Form Received:	____ / ____ / ____
Public Liability Insurance Received:	YES / NO / HELD – Expires: ____ / ____ / ____
Database Updated:	Date: ____ / ____ / ____ Initials: _____

Use of Lift

The Building Manager's Office will allocate you an 'Exclusive Use' Lift with protective coverings for the duration of your 4 hour booking period. Under no circumstances are any other lifts to be used for carrying Furniture or Goods. The Lift will be placed back into Service at the end of the booked period. Time extensions if required, will only be granted to morning moves if there is no conflicting afternoon booking. Time extensions cannot be made to afternoon moves past 16:00hrs under any circumstances.

Packaging

Packaging and waste from the move must be either taken offsite by the Removalist or disposed of in the Garbage/Recycle Bins in the Basement Carpark.

Special Requirements for Moves into or out of Chevron Apartments at 9 Commercial Road

With the exception of Ground Floor apartments all moves must be undertaken through the St Kilda Road Foyer and only the Lift from this Foyer may be used.

The St Kilda Road Lift is:

1440mm wide by 1410mm deep x 2400mm high with a doorway of 890mm wide x 2075mm high. The doorway to apartments is 2015mm in height by 825mm in width.

Special Requirements for Moves into or out of Chevron Green Apartments at 539 St Kilda Road

There is a 2 Bay loading dock available on Alfred Lane (near the Carpark Entrance) to facilitate moves. Bay 1 is able to accommodate vehicles up to 6.0 metres long and 4.5 metres high. Bay 2 is only able to accommodate vehicles up to 6.0 metres long and 2.8 metres high. Each Bay is approximately 3.3 metres wide. Movers into/out of Apartments in the Western tower may alternatively be able to park their removal vehicle in St Kilda Road close to the St Kilda Road gate.

Chevron Green's Lifts are:

1440mm wide by 1970mm deep x 2475mm high with a doorway of 1000mm wide x 2100mm high. The doorway to apartments is 2015mm in height by 825mm in width.

Utility Connections

- **Gas** is already connected. It's provided and paid for by the Owners' Corporation.
- **Water** is connected, but you will need to arrange a meter reading. The provider here is South East Water.
- **Electricity** can be provided by the retailer of your choice. The most popular retailers here are Origin Energy or AGL. They will arrange the connection via Citipower. Citipower has 24/7 access to the building and to your meter. You will need to ensure the main switch in your apartment is turned OFF prior to connection.
- The **NBN** (National Broadband Network) and **Spirit Telecom** have each installed high speed fibre internet connections to the building. The NBN facility can be accessed via your preferred provider. Details on Spirit's direct offering can be found at <http://www.spirit.com.au/chevron-apartments>.
- **Telephone** connection is most easily arranged through Telstra. As with the Fibre connections above, your provider will need access to your apartment and then to the Main Distribution Frame (MDF) in the basement. The Building Manager's Office will arrange this when they are on site. Please note that our building is connected directly to a Telstra Exchange. If you use any provider other than Telstra, that provider will arrange for Telstra to make the line connection into the MDF, but the connection from there to your apartment needs to be arranged by you with your provider. We strongly recommend you clarify your provider's willingness to provide this leg of the connection, **and the cost**, before committing to any service.
- Free to Air **Digital TV** plus **Foxtel** Subscription TV (via satellite) is connected into every apartment. To access Foxtel you will need to arrange a subscription and a set top box – call Foxtel on 1300 785 622

Housekeeping

You must contact the Building Manager's Office to:

- have your security access swipes & car park remote controls activated
- be shown where your car park is located
- learn about the rubbish disposal system
- have the visitor intercom system demonstrated
- find out how to access the pool and gymnasium etc.

Building Manager's Office details:

Phone: 03 9533 2192

Fax: 03 9533 2195

Email: manager@chevronapartments.com.au

Hours: Monday - Friday 07:00 – 16:00