

## **MOVE IN/OUT PROCEDURE**

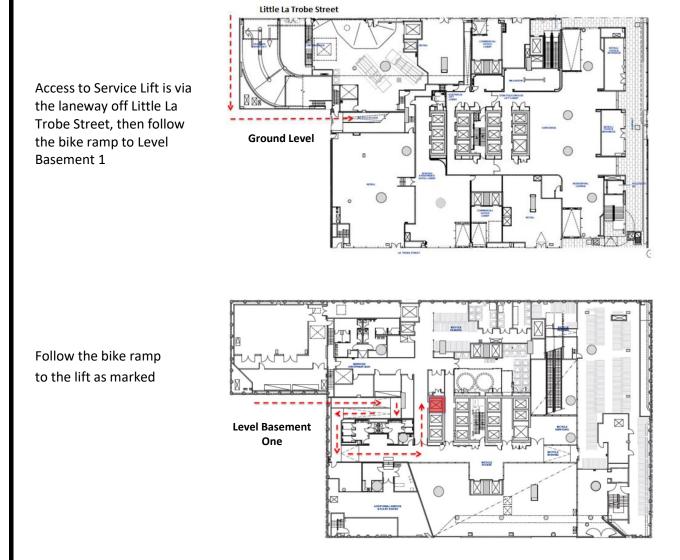
All move in/out bookings must be arranged with the Building Manager at least one week prior to the intended move. Moving times are subject to availability. No Resident will be permitted to move into or out of the building unless a booking has been made with the Building Manager.

Moving in/out must be completed within the following times: Monday to Friday - 9:00am to 7:00pm Saturday - 9:00am to 5.00pm Sunday - Limited times available and offered on a first in, first served basis

## **MOVE IN RULES AND GENERAL REQUIREMENTS**

- The lift lobbies and corridors must be left in a clean and tidy condition after moves are complete. No boxes, rubbish or moving debris is to remain in common areas.
- Removalist companies must provide proof of Public Liability Insurance before commencing the move
- Residents will be required to sign an Indemnity Form before commencing their move. A temporary damage surety of \$200 cash must be deposited with the Indemnity Form and will be returned by the Building Manager upon final inspection of the premises, provided no damage has arisen as a result of the move in/out

All moves must be made via the laneway off Little La Trobe St. See below map for directions to access the service lift.



# CONCIERGE

The Concierge Desk is managed 24 hours a day and 7 days a week. Phone: 0497 777 057 Email: concierge@auroramelbournecentral.com

# **BUILDING MANAGEMENT**

Mobile: 0467 888 058 Email: <u>bm@auroramelbournecentral.com</u>

## **OWNERS CORPORATION**

ACM Property Management have been appointed as the Owners Corporation for Aurora. Phone: 03 9448 8236 Email: admin@acmpropertymanagement.com.au

## **UTILITIES**

The gas and electricity supply is part of an 'embedded network', meaning there is only one provider for the entire development. Please ensure you activate an account with these utility providers before moving into the property to ensure they are active when you move in.

**Electricity**: WINconnect - <u>www.winconnect.com.au/get-connected/</u> or 1300 791 970. **Gas Hot Water**: Origin Energy - <u>www.originenergy.com.au/bhwopenonline</u> or 1800 684 993 **Water**: City West Water (Arranged via Connect Now during your signup or on 1300 554 323)

PLEASE NOTE: As this is an embedded network, Connect Now will not be able to assist in Electricity and Gas Hot Water connection.

### **TELEVISION CONNECTIONS**

Television is accessible via plug in points which are connected to a 'free to air' television aerial. Your connection also includes a Pay TV point. Pay TV connection and subscription as it the residents own expense.

## **PHONE & INTERNET CONNECTIONS**

Aurora is NBN ready and each apartment contains data points that allow you access to internet services. You will need to arrange your own connection through your preferred provider. New connection fees may apply.

## CAR PARKING

If your apartment comes with a car space, it is located in the basement. Please confirm your car space number to ensure you are parking in your allocated space. If your property does not have a car park, you will need to make your own arrangements.

### **RUBBISH DISPOSAL**

Rubbish chutes are located on each level. There are two disposal chutes, one for rubbish and the other for recycling. Ensure waste is disposed of in the correct chute.

### **STORAGE CAGES & BIKE STORAGE**

Storage cages are located on the carpark level s of the basement. Bike storage is located on Level Basement 1 on the Eastern side of the building. Residents are required to provide their own locks.