



1. Moving In or Moving Out

All residents are required to follow moving procedures, to ensure adequate access to building and loading facilities, protection of common property and minimal disruption to residents.

- **The moving of all furniture and goods is permitted only through the Residents Car Park entrance** at the rear of the building. This also applies to tradespeople bringing in any material. Residents (or their designated representative) must be present to receive all furniture and goods.
- Larger vehicles (i.e. A trailer or Anything larger than a standard sedan or 2.1m high van) may be able to unload on one side of the rear laneway, (for brief period and not obstructing traffic). Driver to be at vehicle to move if required
 - Larger vehicles to reverse up the laneway because they will not be able to turn around
 - The steep, sharply curved driveway and the basement carpark cannot accommodate larger vehicles and trailers
- No move in/out is permitted through the front entrance (Riversdale Road) foyer doors.
- Basement Doors, Rear Gate and Lift Doors are to be opened and allowed to shut when used. They are not to be kept open. i.e. the sensors are not to be blocked nor any door to be wedged open.
- No vehicle is permitted to park on the carpark entrance ramp at any time.
- **Only Vehicles under 2.1m**, may enter the basement carpark.
- **No Trailers may enter the property.**
- Rubbish removal: On completion of the move/delivery, residents are responsible for ensuring that all rubbish is cleared. Tenants must REMOVE all cartons and packing crates from the building. There is no approval/allowance for this within the Building Waste Management system lease. Please remove all packing and boxes from the building.
- Hard Waste (furniture, equipment, clothes, doonas, mattresses, etc.) CANNOT be disposed in the rubbish or recycling bins.
 - Any hard rubbish (metal, timber etc.) or packaging (bubble wrap, foam packing peanuts etc) is prohibited.
 - You will need to request for a hard rubbish collection. There will be an additional charge.
 - Alternatively, you can dispose of it at the Boroondara Depot at 648 Riversdale Rd (adjacent to train line crossing)
- Any costs for damage whilst moving of items or removal of packing material/ rubbish will be charged to the tenant.
- The removal of any items besides daily rubbish and recycling must be arranged by the tenant and not left in the basements.
- Please accompany your delivery personnel or tradespeople out of the building, personally
- It is the Tenant's responsibility to ensure the removalists vehicle will fit in allocated areas. The Building Management / Landlord take no responsibility for any damage that occurs as a result of negligence and/or non-compliance to the above.

Residents must contact the managing agent in advance, to arrange access and confirm procedures.

You will then be required to book an appointment to move in/out. Minimum 72 hrs notice

- Email the managing agent
- Moves/deliveries are not permitted during Public Holidays
- Maximum 1.5 hrs between 9:30am- 3:30pm (Monday to Friday),

Your removalist must provide written proof of their public liability insurance (Cert. of Currency)

- Confirmation re: Parking of the removalist's vehicle(s) as per advice above
- Confirmation of the specific time and duration for the move – (1.5 hours max.)
- Entry and Exit points will only be at Residents Car Park entrance at the rear of the building
- Please ensure your furniture will fit in the lift before moving in.
- Protection of all furniture and fittings in the common areas and supervision