



## **MOVING IN OR OUT PROCEDURE FOR THE ELIZABETH**

The following procedures apply when moving in or out of The Elizabeth:

### **PRIOR TO YOUR MOVE**

All moves must be booked via the Resident Services Manager (RSM). A refundable deposit bond of \$300.00 must be lodged with the RSM prior to the move taking place. RSM office located on 45 Bowman Street and can be reached on 02 9518 8656.

### **ON THE DAY OF YOUR MOVE**

Contact the Security Gatehouse on arrival at Jacksons Landing to advise the guard your commencement of the move. The Gatehouse is located at 58B Bowman Street, Pyrmont. Alternatively, call them on approach on 9552 1706. Please call them if you are running late.

### **No Deliveries are to be made via the main entry foyer.**

Deliveries must be made via the loading dock located on Harris Street. There are four lifts, which service the building. Please find the following page that indicates which lift to use for apartment access. The loading dock height from the entry point measures at approximately 3500mm high.

Security guard will ensure:

- Fit padding to the lift interior to protect furniture and prevent damage to the building.
- Fit floor mat to lift flooring

The security guard will complete a condition report before and after your move in relation to the lift lobbies. Please ensure that reasonable care is taken to prevent damage and preserve finishes of the common areas.

Each residential lift car dimension is 1200mm wide x 1960mm deep x 2250mm high.

Moves must not proceed prior to 7.30am or after 7.30pm unless written authority has been obtained from the Owners Corporation. For the quiet enjoyment of other residents, moves are not permitted on Sunday's.



**THE ELIZABETH BUILDING** LIFT ACCESS FOR MOVE IN/ OUT

<b>APARTMENT NUMBER</b>	<b>LIFT CAR NUMBER</b>
101, 201, 301, 401, 501, 601, 701, 801, 901, 1001, 1101	<b>1</b>
102, 202, 302, 402, 502, 602, 702, 802, 902, 1002, 1102, 1201	<b>2</b>
103, 203, 303, 403, 503, 603, 703, 803, 903, 1202	<b>3</b>
104, 204, 304, 404, 504, 604, 704, 804, 904, 1003, 1103	<b>4</b>