



EVOLVE MOVING PROCEDURE

Please note the process to be followed regarding all movements of household furniture and white goods into or out of Evolve:

- A refundable deposit bond of \$300.00 must be lodged with the Resident Services Manager (RSM office located on 45 Bowman Street) at the time of booking a move in or a move out. This will provide the person responsible for the move with key access to lift controls. Security will provide instruction as to locking off the lift.
- The Deposit Bond will be refunded on return of lift key and if there is no damage recorded by Gatehouse Security. If any damage is recorded, refund of deposit bond will be withheld pending advice as to probable costs of repair/additional cleaning. The person/s requesting move will be liable for costs that may exceed the bond deposit.
- The Resident Services Manager (RSM) can be contacted on Monday to Friday between 8.30am – 5pm. Outside of these hours, please contact the Security Gatehouse on 9552 1706.
- Persons carrying out a move to arrange with The Security Gatehouse for supply and installation of protective lift covers (as per by-law).
- A Gatehouse Security representative will conduct a pre and post move inspection prior to lift key hand over and return. Any damages to common property or additional cleaning requirements caused by the move will be at mover's expense.
- The lift car dimensions are: 2400mm high x 1500mm wide x 1850mm deep (door 1100mm wide x 2100 high).
- The booking times are as follows:
 - 7am – 1pm
 - 1pm – 7pm
- Please advise removalists that removalist trucks are to park in the driveway to the Waterfront adjacent to the evolve building and not in the forecourt of the building. Security will open the gate at time of pre inspection.
- Please note it is a requirement of the strata that all moves are carried out through the building loading dock and not through the lobby.

UNDER NO CIRCUMSTANCES ARE LIFT DOORS TO BE FORCED OPEN