



MOVE IN/OUT PROCEDURE FOR FLEETVIEW

When a move in or out occurs in Fleetview, the following procedures must be followed:

- Book your move with Resident Services Manager on 02 9518 8656 or rsm@jacksonslanding.org.au.
- Note a \$300 refundable deposit bond of \$300.00 must be lodged with the RSM 24 hours prior to the move taking place.

ARRIVAL

- On arrival, stop at the Security Gatehouse located at 58-B Bowman Street, Pyrmont and advise them of your arrival. Alternatively, call them on approach on 9552 1706. (Please phone them if you are running late).

LOADING DOCK

- The Loading Dock is the correct point of entry for your move. There is one loading dock servicing Fleetview (ie 41 Refinery Drive residents & 66 Bowman Street residents). The loading dock is located on Mount Street Walk. It has the approximate dimensions: 3600mm high x 3500mm wide x 7000 mm deep.

REPORT

- A condition report will be completed before and after your move by the Security Guard in relation to the common areas, lifts and lobbies. Please ensure that reasonable care is taken to prevent damage and preserve finishes of the common areas.

LIFT SIZE

- Lift cars in the residential building are 2100mm high x 900mm wide x 2100mm deep.

HOURS

- **Moves into and out of Fleetview are only permitted between Monday and Friday***, inclusive, **and between the hours of 9:00am and 3:00pm**. To ensure that all moves are completed by 3:00pm, moves must start before 12 noon. ***Move is not permitted on public holidays.**

Note: If the procedures are not followed, your FOB (Swipe) access to the building will be cancelled. There will be a cost to reinstate the FOB (Swipe) access.

Please don't hesitate to contact our office should you require any further information.