



**BOOKING OF LIFT FORM FOR MOVING IN/OUT JACKSONS LANDING**

This form plus the deposit bond will need to be lodged with Resident Services Manager in order to confirm your move.

NAME: ..... MOVE (PLEASE CIRCLE): IN or OUT  
APARTMENT: ..... BUILDING: .....  
MOVING DATE: ..... TIME (START): .....  
MOBILE: ..... PHONE: .....  
EMAIL: ..... LEASING AGENT: .....

**Deposit Bond** - The Executive Committee of your building has resolved that a \$300 bond (\$500 for McCafferys) be deposited with the Resident Services Manager together with your booking request form to secure your move in/out. Your request form and deposit has to be received for the booking to be confirmed, and if not may result in your move being held up or lost.

**Cleaning & Damages** - All areas used during your move must be left in the same condition as they were found, and any cleaning or rectification will be at your cost. Security will conduct a pre and post move inspection to determine any damage caused or cleaning required.

**Noise Pollution** - As per By Law 17.1 of the CMS; An Owner or Occupier must not create any noise which might interfere with the peaceful enjoyment of another Owner or Occupier or Permitted Person.

**Lift Access** - To commence your move in/out go to the security gatehouse to be issued with a lift key. Security will also provide you with the correct moving process and traveling path to be utilised. If your move does not require the use of a lift, Security will advise you of the correct traveling path. **If your move is not booked or a deposit bond has not been received, the Owners Corporation may deny you access to the lifts via deactivation of your security swipe cards.**

**Conclusion** - At the conclusion of your move, please contact the Security Gatehouse for a post move inspection of common areas. Once the lift key has been returned and the post inspection is deemed satisfactory by security, your deposit bond will be refunded.

**Resident Services Manager (RSM)** - For further information, please contact the RSM on 02 9518 8656 or [rsm@jacksonslanding.org.au](mailto:rsm@jacksonslanding.org.au) . Alternatively, you may visit the office at 45 Bowman Street, Pymont (corner of Bowman & Jones Streets).

**Moves to be completed within the time frames as specified in the moving procedures of your building** - Please note it is **most important** you plan with your removalist for moves to be completed with the time frames allowed. The average time for a move is around 4 hours and move therefore to be started within 4 hours of the end time specified. If move not started within this period security can withdraw access to the lifts. Any costs associated with this situation are to be borne by the moving resident.

Your signature confirms your acceptance of responsibility for the terms and conditions above and for any loss or damage caused to the common area of your building.

.....  
Signature Print name Date

**OFFICE USE ONLY:**  
Deposit Bond Received \$300.00 / \$500.00 AdHoc Fee: \$189.20 / \$220.00 / Not Required.  
AdHoc booked: YES / NO Entry in Filemaker: YES / NO  
.....  
RSM Signature