



## **MOVING PROCEDURES – ESCARPMENT**

Please note the procedures to be followed regarding all movements of household furniture and whitegoods in to or out of Escarpment.

- A refundable deposit bond of \$500.00 must be lodged with the Resident Services Manager (RSM) at the time of booking a move in or a move out. The RSM office is located at 45 Bowman Street, phone number 95188656. The RSM must be notified at least 24 hours in advance of any move. Only one move in or out can be accommodated each day.
- Persons carrying out a move, or receiving a delivery of furniture or whitegoods, are to arrange with the Security Gatehouse for supply and installation of protective lift covers.
- A Gatehouse Security representative will conduct a pre and post move inspection prior to any move. Any damage to common property or additional cleaning requirements caused by the move will be at the mover's expense. Persons responsible for a move must call Security on 95521706 on approach of moving truck so that Security can arrange the pre-move inspection.
- The lift car internal dimensions are: 2170mm high x 1100mm wide x 2100mm deep. The entry door to the lift is 900mm wide x 2100mm high.
- The Executive Committee has resolved that moves in and out through common property are possible Monday to Friday 7:00am to 4.30pm and Saturday 7.00am to 7.30pm. No moves are permitted on Sunday or public holidays.
- Residents have priority access to the lift during a move.
- The Deposit Bond will be refunded once a problem-free inspection has been recorded. If there is no damage recorded by Gatehouse Security, the full deposit bond will be refunded. 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.

If the foregoing conditions are not complied with, the intending mover's access swipe card may be deactivated by Security thus preventing access to lift and lift lobbies for the purpose of moving furniture.

**UNDER NO CIRCUMSTANCES ARE LIFT DOORS TO BE FORCED OPEN**