



## **Knox on Bowman Moving Procedure**

Please note the procedures to be followed regarding all movements of household furniture and whitegoods into or out of Knox on Bowman.

- ▣ A refundable deposit bond of \$300.00 plus non-refundable security fee of \$189.20 or \$220.00 ( if booked within 48 hours of move) must be lodged with the Resident Services Manager (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.
- ▣ 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 carpark entry is approx. 3.6m high and is the correct point of entry/exit for all moves. Trucks that exceed this height limit are required to park in Tambua Street. Lift cars in the building are approx. 2.2m high x 1.42m wide x 1.96m deep.
- ▣ The Executive Committee has resolved that the moving of furniture throughout common property is possible **Monday to Saturday 7:00am to 7:30pm (No moves are permitted on Sunday)**.
- ▣ The Deposit Bond will be refunded on return of lift key. 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 lifts and lift lobbies for the purpose of moving furniture.

**UNDER NO CIRCUMSTANCES ARE LIFT DOORS TO BE FORCED-OPEN NOR HOUSEHOLD FURNITURE AND/OR WHITEGOODS TO BE MOVED THROUGH THE MAIN FOYER OF THE BUILDING.**