



APPLICATION FOR APPROVAL FOR MOVING INTO OR OUT OF FLEETVIEW

Read this material and complete the form below to request approval for any moves into or out of the building.

Please also read Fleetview **By-Law 4** and **By-Law 22** prior to organising your move.

Note: The Strata Committee has the discretion to permit delivery of one-off items outside the terms of this arrangement. The committee may also give special considerations for moves to and from townhouses and/or entrance foyer level units in relation to the need to use the loading dock and/or lifts. Please contact the **Resident Services Manager (RSM)** or **Building Manager** to discuss your particular circumstances.

Resident Services Manager	rsm@jacksonslanding.org.au	02 8565 9400
Fleetview Building Manager	fleetview@manage-meant.com.au	0477 612 606

- **Book the move with the RSM or Building Manager** at least 48 hours in advance using the form below.

Moves are allowed Mon-Fri from 9am till 4pm. No moves on weekends. No moves on public holidays.

- **A bond of \$1,500 must be paid by Electronic Funds Transfer to the Trust Account of Strata Plan 65564 prior to the move.**

Account name: *SP 65564*

BSB: *182-222*

Account number: *2075-83071*

Reference: *[Unit number] bond*

- **An inspection will be made** by the building manager or security of the condition of relevant common property including lifts, entrance foyers, etc, prior to the move and again once the move is completed. Any cleaning or damage rectification required afterwards will be at your cost. Please refer to the by-laws for more details.

ALL MOVES

Go to the Security Gatehouse located at 58-B Bowman Street, Pyrmont to advise you are ready to commence your move into or out of Fleetview. Alternatively, call Security on 8565 9494. Please phone them if you are running late.

The Security Guard will explain the moving procedures and access route to be used. Where appropriate, Security will issue you with a lift control key and take you to the loading dock.

LOADING DOCK

The Fleetview Loading Dock is the correct point of access for your move into or out from the building. (The committee may give special permission to negate the need to use the loading dock and/or lifts for moves to and from townhouses and/or entrance foyer level units.) The Loading Dock is located on Mount Street Walk on the Eastern side of the building. The dimensions of the Loading Dock are approximately **3600mm high x 3500mm wide x 7000mm deep**. Check if your vehicle will fit.

LIFT DIMENSIONS AND USAGE

The **Lift car doors** are approximately **2100mm high x 900mm wide**. The **Lift cars** themselves are slightly larger at approximately 2400mm high x 1300mm wide x **1900mm deep**.

You will be able to have dedicated lift access for the duration of your move by using the lift control key provided by the Security Guard.

MOVES TO BE COMPLETED WITHIN THE TIME FRAME AS SPECIFIED

It is important that you plan your moves to be completed well within the hours allowed. If a move is not started in time to ensure its completion within the hours allowed, Security may not allow the move to commence, and you will need to re-book for another day. If it is evident that where a move that is under way is not going to be completed within the hours allowed, Security may not allow the move to continue, and you will need to re-book for another day. Any associated additional costs will be your responsibility.

CONCLUSION OF MOVE

At the conclusion of your move, you will need to advise the Security Gatehouse so that a post-move inspection of common property can be undertaken by the building manager or security. Once the lift control key has been returned (if used in the move) and the post-move inspection is deemed satisfactory your bond will be returned.

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APPLICATION DETAILS

NAME: UNIT:

PHONE: EMAIL:

LEASING AGENT:

MOVE (PLEASE CIRCLE): **MOVING IN** or **MOVING OUT**

MOVING DATE & START TIME:

Your signature confirms your understanding and acceptance of responsibility for the terms and conditions above including the relevant Fleetview by-laws and for any damage caused to common property as a result of the move.

Please provide details of account for return of bond after completion

Account name: _____

BSB: _____

Account number: _____

Reference: [Unit number] moving bond return

SIGNATURE: DATE: