

Stonecutters Move Procedure

Making a booking

- ▣ A refundable deposit bond of \$300.00 plus non-refundable \$198.00 or \$220.00 (if booked within 48 hours of move) security fee 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; an ad-hoc guard will be in attendance dedicated to the move for 4 hours. *(No bond or fee applies to a one-off furniture delivery to an existing occupant of Stonecutters).*
- ▣ The Resident Services Manager can be contacted Monday to Friday, 8:00am to 4:30pm. Outside of these hours, please contact the Security Supervisor on 8565 9494.
- ▣ Persons carrying out a move are 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 the resident's expense.

Removalist Access

Access for the furniture removalist will be dependent on the size of the removalist truck. All vehicles should be advised to park on Tambua Street, directly opposite the Stonecutters car park entrance so the guard can manually lock open the entry boom gate to avoid any accidental damage before the vehicle accesses the loading dock.

All cardboard waste from your move should be left flattened at the rear of the loading dock for removal.

The lift car that services Stonecutters has the approximate dimensions: 2700mm high x 1500mm wide x 1950mm deep (door 1100mm wide x 2100mm high).

The car park entry height is: 3400mm high.

The Executive Committee has resolved that the moving of furniture throughout common property is possible **Monday to Saturday** (No moves are permitted on Sunday/Public Holidays).

The strict booking times during the peak move in period are as follows and must be adhered to. No responsibility will be taken should your removalist be running late or over time.

- ▣ 7am – 1pm
- ▣ 1pm – 7pm
- ▣ Furniture and other large items must not be transported through the main foyer doors at any time unless sufficient notice has been given and granted from the Owners Corporation.
- ▣ 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.
- ▣ **Under no circumstances are lift doors to be forced open**