

MOVE IN / OUT FROM DISTILLERY HILL

Please note the procedures to be followed regarding all movements of household furniture and white goods into or out of Distillery Hill:

- This form must be filled out a minimum of 48 hours prior move in /out and returned to Building Management at distilleryhill@manage-meant.com.au or returned to the RSM in the Estate Management office.
- A refundable deposit bond of \$300.00 must be lodged through this form by completing the authority to charge details at the bottom of this document.
- As well as this, a non- refundable security fee must be paid directly to AFS Group moves@afsgroup.net.au . A copy of the ad-hoc guard booking form is available on the Jacksons Landing website. This is only required for Distillery and Quarry moves, not the Jones St Terraces or Refinery Apartments. 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.

ARRIVAL

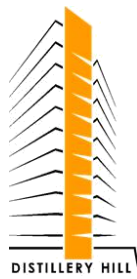
On arrival, stop at the Security Gatehouse located at 58-B Bowman Street, Pyrmont and advise them of your arrival. Alternatively, call them on approach on 8565 9494. (Please phone them if you are running late). Security will provide you with the correct moving process and traveling path to be utilised.

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.



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LOADING DOCK

The loading dock has the approximate height of: **3.5 meters.**

LIFT

The lift car internal dimensions are: 2400mm high x 1500mm wide x 2005mm deep. The entry door to the lift is: 2100mm high x 1100mm wide. Please note it is a requirement of the strata that all moves (other than Terrace properties) be carried out through the building loading dock.

MOVES TO BE COMPLETED WITHIN THE TIME FRAME AS SPECIFIED

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 moves will therefore need 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.

HOURS

Moves into and out of Distillery Hill are only permitted between Monday and Friday, inclusive, and between the hours of 9:30am and 5:30pm. To ensure that all moves are completed by 5:30pm, moves must start before 1:30pm. Moves are not permitted on public holidays. Note: If the procedures are not followed, your FOB (Swipe) access to the building will be cancelled. There will be a cost to reinstate the FOB (Swipe) access. Please don't hesitate to contact our office should you require any further information.

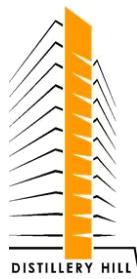
CONCLUSION

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 credit card details will be destroyed.



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- **REFINERY APARTMENTS** have street frontage, which allows residents to deliver directly from the street. A deposit is still required and pre and post move condition report to be done.
- **JONES STREET TERRACES** not required to book in moves, no deposit required.
- **THE QUARRY** Residents are to take the lift to Lower Ground (LG) and then take all items through the car park to the loading dock. Some residents/removalists choose to use a ute to assist with transporting belongings across the car park. Please note, no move or delivery is to come through the entry foyer (level 1).
- **THE DISTILLERY** Residents are to take the lift to Basement (B) and take the Goods-Lift to the loading dock area. We recommend residents/removalists to have a ute for transport from Basement of Distillery to loading dock which avoids the double handling necessary for using the goods lift. Please note, no move or delivery is to come through the entry foyer (level LG).

Authority to Charge - CARD DETAILS:

Please note that only the card details are held onto and the \$300 will only be charged to the account if security has reported any damage. CARD INFORMATION WILL BE DESTROYED AFTER MOVE

Card Type: _____

Card Number: _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _

Expiry Date: _ _ / _ _

Print Name _____ Signed _____ Date _____



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