



JACKSONS LANDING - BOOKING FORM FOR MOVING IN/OUT

This form, plus your credit card details, will need to be lodged with Resident Services Management (RSM) rsm@jacksonslanding.org.au or your strata's building manager to confirm your move. Please refer to your buildings moving procedures to confirm who to send this form to.

Name:				
Move (please circle):	In	Out	Building:	
Apartment number:			Moving date:	
Start time:			Finish time:	
Email:				
Mobile:			Owner or tenant (please circle):	Owner Tenant

Deposit Bond - Credit card details of the unit conducting the move must be taken prior to the move being confirmed. In the event of any damages found, the corresponding bond amount will be withdrawn from your account. Each building has a different bond amount that ranges between \$300.00 and \$500.00. You will need to confirm the amount within the specified moving procedures of your building. Please note that the amount will **NOT** be withdrawn from your account unless any damage is found. Strictly no moves can be booked without these credit card details being provided.

Before Your Move – Please contact Security on 02 8565 9494 or visit the office at 58B Bowman Street, Pyrmont (corner of Bowman & Jones Streets) before your move commences and once it has finished.

Cleaning & Damages - All areas used during your move must be left in the same condition as they were found, and any cleaning or rectification will be at your cost. Security will conduct a pre and post move inspection to determine any damage caused or cleaning required.

Noise Pollution - As per By Law 17.1 of the CMS; An Owner or Occupier must not create any noise which might interfere with the peaceful enjoyment of another Owner or Occupier or Permitted Person.

Lift Access - To commence your move in/out go to the Security gatehouse to be issued with a lift key. Security will also 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 fob keys.**

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 deposit bond will be refunded.

Moves to be completed within the time frames as specified in the moving procedures of your building - Please note it is **most important** that 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 move therefore to be started within 4 hours of the end time specified. If the move has not been 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.

PLEASE NOTE, DO NOT BOOK THE MOVE WITH YOUR REMOVALIST UNTIL YOUR BOOKING HAS BEEN CONFIRMED THROUGH EITHER RESIDENT SERVICES MANAGEMENT OR YOUR BUILDING MANAGER. IF ANY REMOVALISTS ARE ONSITE AND THE MOVE HAS NOT BEEN CONFIRMED, THEY WILL BE TURNED AWAY AND ANY COSTS ASSOCIATED WITH THIS WILL BE BORNE BY THE MOVING RESIDENT.

Your signature confirms your acceptance of responsibility for the terms and conditions above and for any loss or damage caused to the common area of your building.

.....
Signature

.....
Name

.....
Date

Office Use Only			
Deposit bond received:	\$300	\$450	\$500
Ad hoc guard required:	Yes		No
Entered into FileMaker:	Yes		No
Building Manager's signature:		



CREDIT CARD DETAILS:

Please note that credit card details are saved in a secure location and the bond amount will only be charged to the account if Security reports any damage. Card information will be destroyed after the move.

PLEASE REVIEW YOUR BUILDINGS MOVING PROCEDURES IN ORDER TO CONFIRM THE BOND AMOUNT FOR YOUR STRATA PLAN.

Card Type: _____

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

Expiry Date: _ _ / _ _

CCV: _ _ _

Print Name: _____

Signed: _____

Date: _____