

APPLICATION FOR APPROVAL FOR MOVING INTO OR OUT OF THE ELIZABETH

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

Note: The Strata Committee has the discretion to permit delivery of one-off items outside the terms of this arrangement. 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
Elizabeth Building Manager	nickt@manage-meant.com.au	0477 612 606

PRIOR TO THE MOVE

- **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. Move requests for outside of these hours must obtain permission from the Owners Corporation.

- **A bond of \$1,500 must be paid by Electronic Funds Transfer to the Trust Account of Strata Plan 62661 prior to the move:**

- Acc Name: SP 62661
- BSB: 124-367
- ACC number: 23006937
- Reference: *[Unit number] bond*

Once paid a copy of the remittance must be provided to the Building Manager or Strata Manager to confirm bond payment.

- **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.

ON THE DAY OF YOUR MOVE

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 The Elizabeth. 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.

NO BULKY DELIVERIES ARE TO BE MADE VIA THE MAIN ENTRY FOYER Furniture/bulky deliveries must always be made via the loading dock located on Harris Street. The automated doors in the foyer **MUST NOT** be forced/jammed open.

LOADING DOCK

The Elizabeth Loading Dock is the correct point of access for your move into or out from the building. The loading dock height from the entry point measures at approximately 3500mm high and is located on Harris Street on the Eastern side of the building. Check if your vehicle will fit.

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LIFT DIMENSIONS AND USAGE

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.

There are four lifts which service the building. Each residential lift car dimensions are 1200mm wide x 1960mm deep x 2250mm high.

On the day of the move the Security guard will ensure:

- Padding is fitted to the lift interior to protect furniture and prevent damage to the building.
- Floor mat is fitted to the lift flooring.

Please find below which lift to use for apartment access.

APARTMENT NUMBER	LIFT CAR NUMBER
101, 201, 301, 401, 501, 601, 701, 801, 901, 1001, 1101	1
102, 202, 302, 402, 502, 602, 702, 802, 902, 1002, 1102, 1201	2
103, 203, 303, 403, 503, 603, 703, 803, 903, 1202	3
104, 204, 304, 404, 504, 604, 704, 804, 904, 1003, 1103	4

The security guard will complete a condition report before and after your move in relation to the lift lobbies. Please ensure that reasonable care is taken to prevent damage and preserve finishes in common areas.

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.

At this time the lift control key (if used in the move), any fobs and air keys should be returned to the Building Manager. If they are not received, they will be decommissioned and replacements made for new residents. The cost for these replacements will be deducted from the bond.

Once all keys and fobs have been returned to the Building Manager, and the post-move inspection is deemed satisfactory, your bond will be returned.

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THE ELIZABETH**

APPLCIATION 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 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: