

evolve*

Move In/ Move Out Procedures

This procedure applies to all moves in and out of the evolve* building by incoming and departing residents.

For the procedure on deliveries/pick up of white goods or furniture in and out of evolve*, please refer to the guidance included in the Evolve Residents Guide "Deliveries – Large Items". (<https://jacksonslanding.net.au/wp-content/uploads/2021/12/Evolve-Residents-Guide-11.2021-V1.06-2.pdf>).

TIMES

All moving in and moving out of evolve* are restricted to between 7:00am and 5:00pm from Monday to Saturday. Moves should be booked as far as possible in advance to ensure the move can be scheduled because **only one move in or out is permitted each day**.

PROCEDURE FOR MOVE IN OR MOVE OUT

1. Resident to contact Resident Service Manager (RSM) or Building Manager (BM) to schedule the move and **to also** contact Security and advise of the date/time so that they can schedule fitting of the lift covers and their attendance on the day.
2. RSM will provide Move In/ Move Out Procedure Document and Moving Request Form. (also found at <https://jacksonslanding.net.au/strata/evolve/>).
3. The Moving Request Form (found at <https://jacksonslanding.net.au/wp-content/uploads/2020/07/Moving-Form.pdf>) is to be completed by the resident and submitted to RSM/BM with payment of Non-Refundable Security Fee and credit card details for the Refundable Deposit.
4. Once all documents and payment details are received, a confirmation email will be sent by the RSM. The evolve* Residents Guide will be included in the confirmation email for new Resident.
5. On the moving day Security will clad the lifts with protective covers and will unlock the side driveway gate for parking of the removalist vans.
6. Resident to call Security upon arrival of the removalist. A pre-inspection of the common property will be carried out prior to the start of move. Security will take photos of the walls and applicable areas and will use the lift key to lock off the lift, if required. Security and the Resident are required to be present during the move to monitor adherence to procedures.
7. After the move is completed, Security will carry out a post-inspection. It is the Resident's responsibility to make sure the common areas used are left clean and undamaged. Photos will be taken noting any damage or cleaning required. Resident and Security are required to sign and acknowledge the inspection forms during pre and post inspection.
8. **Removalist vans are not to be parked in the evolve* forecourt** and cannot block access to the evolve* driveway and carpark. The security guard will unlock the side driveway gate and direct parking of the vans to the side driveway. Vans should be parked as close as possible to the side of the driveway so as not to block the driveway access to walkers and bike riders.

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Only the Resident Services Manager (RSM) or Building Manager is authorised to schedule a move in or out.

ACCESS

Under no circumstances are lift doors to be held or forced open.

Access is only permitted through the double doors leading to Level G garage. Goods **must not** be moved through the glass doors of the main foyer. **Items must not be stacked in the foyer.**

Lift protection includes floor protection and wall protection installed by Security.

The lift car dimensions are: 2700mm high x 1500mm wide x 1950mm deep

The entry door to the lift is: 2100mm high x 1100mm wide

The car park entry height is 2200mm high.

FEES

A REFUNDABLE DEPOSIT & NON-REFUNDABLE FEE must be lodged with the RSM at the time of booking the move.

- **REFUNDABLE DEPOSIT of \$500:** If property damage is recorded, the Refundable Deposit will be withheld pending advice as to the total costs of repair and/or additional cleaning. The liability for such costs will rest with the person/s requesting the move. The costs of any damage will be deducted from the Refundable Deposit.
- **NON-REFUNDABLE FEE:** A non-refundable fee, depending on the time involved, is required for a dedicated security guard to supervise the move in/out process to ensure all procedures are followed and any damage to common property by the mover is noted

CONTACTS

- **Resident Services Manager (RSM)**
Office 45 Bowman Street Open M-F 7.30-5.00pm Phone: 02 8565 9400
- **Building Manager (BM)**
Manage Meant - Dave Haggerty: E: evolve@managemeant.com.au P: 0433 779 814
- **Security (Australian Frontline Solutions - AFS)**
24 hours a day, 7 days a week at The Gatehouse, 58A Bowman Street.
P: 02 8565 9494 or 0497 169 959. E: security@jacksonslanding.org.au
- **Strata Manager – Whelan Property Group (WPG)**
Monday to Friday, 277 Pyrmont St Ultimo NSW 2007 Phone: 02 9219 4111
E: strata@whelanpropertygroup.com.au

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Deliveries & Collection Procedures

This procedure applies to all deliveries/pick up of white goods or furniture, other than small items, into the evolve* building.

No paperwork or bond is required, however please follow the procedure outlined below. For Moving In and Out of evolve*, please see separate Move In/ Move Out Procedures. These procedures can be found at <https://jacksonslanding.net.au/strata/evolve/>

TIMES

All deliveries and collection of items in or out of evolve* are restricted to the following hours: 8:00am until 5:00pm from Monday to Saturday.

PROCEDURE FOR DELIVERIES/PICK UP:

Resident to contact Security **a minimum 24 hours in advance** of the delivery collection date /time so that Security can schedule fitting of the lift covers. Vans for quick deliveries and pickup are permitted for short stays in the evolve* forecourt, providing they are not left unattended. Otherwise, **all trucks and vans parking for an extended time** must park and unload in the lane way next to the driveway. Security will arrange to unlock the side gate.

CONTACTS:

- **Resident Services Manager (RSM)**
Office 45 Bowman Street Open M-F 7.30-5.00pm Phone: 02 8565 9400
- **Building Manager (BM)**
Manage Meant - Dave Haggerty: E: evolve@managemeant.com.au P: 0433 779 814
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P: 02 8565 9494 or 0497 169 959. E: security@jacksonslanding.org.au
- **Strata Manager – Whelan Property Group (WPG)**
Monday to Friday, 277 Pyrmont St Ultimo NSW 2007 Phone: 02 9219 4111
E: strata@whelanpropertygroup.com.au

LIFTS:

Under no circumstances are lift doors to be held or forced open. Access is only permitted through the double doors leading to Level G garage. Household furniture & white goods **must not** be moved through the glass doors of the main foyer. **Items must not be stacked in the foyer.**

LIFT PROTECTION:

Includes floor protection and wall protection installed by Security. The lift car dimensions are: 2700mm high x 1500mm wide x 1950mm deep. The entry door to the lift is: 2100mm high x 1100mm wide. The car park entry height is 2200mm high.