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**Building Managers**

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**REMOVALIST TERMS AND CONDITIONS:**

All residents must follow these moving in and exiting procedures. The Body Corporate By-Laws specify that all furniture must be moved into or out of an apartment via the basement. Due to limited basement height (2.2metres) furniture removal trucks must park in the designated area (very far end) of the Qld Tennis Centre car park. Therefore, your removalist will also need to supply a flatbed utility to transfer your belongings from the removals truck onto the utility in order to drive into the basement car park to gain lift access to your apartment. The resident's allocated car park is the only car park to be used in the basement by the removals utility.

The Body Corporate have set an \$800 cash moving deposit Bond that is required to be paid to the Building Managers office prior to a move. Following the move, providing there was no damage done to common property, the Bond is returned to the resident.

**GENERAL INFORMATION**

Removal times are strictly Monday to Friday 9am to 4pm. Moves are not permitted on weekends or public holidays, and this includes deliveries from retail stores.

Please contact us to arrange a suitable day and time for your move. Lift curtains will be fitted prior to your scheduled move.

Residents must be on site to conduct an inspection of the lift, foyers and garage door with the Building or Maintenance Manager prior to and at the conclusion of the move. Key access to the lift, garage and apartment are to be issued to the removalist by the resident, and returned to the resident by the removalist. The lift access key must be returned to the Building Manager at the end of the move – replacement cost for lost key is \$55.

Entry and exit of removals is via the basement only, and not through any ground floor foyers.

The unit foyer floors are to be protected at all times – use drop sheets. Removalist is to take any rubbish with them, not deposited in any basement waste receptacles, or it will be removed at the resident's expense.

Any damage to the Common Property is to be reported immediately to the Building Manager and all costs will be paid by the resident. Ensure your removal company has suitable insurance to cover any damage to Common Property.

Use common sense and avoid scuffing of walls, door frames and ceilings. Be particularly careful of fire sprinkler heads.

The garage entry and exit roller doors are to be fully operational at all times.

No smoking is permitted in Common Areas including the basement.

No items are to be left in foyers or fire stairs during the moving process.

Please be aware that you are responsible to maintain the best interest of your neighbour's peaceful enjoyment of their apartment and the facilities of the building. The safety and security of the building will be kept at the highest standard when these procedures are followed by all involved.

**I acknowledge that I have read and agree to comply with the above conditions relating to the entry/exit of removals for:**

Unit Number: ..... Resident Name:.....

Date of Move:..... Removalist Company:.....