

Glebe Park Residences

RESIDENTIAL MOVE IN / MOVE OUT GUIDE



This is a guide to effecting removals into and out of Glebe Park Residences (GPR).

Pre Removal Preparation

Before confirming a date and time with your removalist company or make other arrangements, it is imperative that you contact the Building Manager on 0412 689 938. He will confirm the availability for your desired date, and will discuss the following elements:

- building security and access arrangements;
- parking of removalists' vehicles – dependent on the size of the vehicle and car park availability;
- allocating a specific time and duration for the move;
- reserving a lift and the placement of lift covers; and
- disposal of boxes and other rubbish generated from the move.

Moving times should be conducted between 8 am and 5 pm, and ideally not on weekends or public holidays.

Once you have tentatively confirmed moving times with both the Building Manager and the removalist, you must fill in and submit the Moving In / Moving Out Booking Form found within this document and email to: pete@pointfs.com.au. You will be provided with confirmation if your application is accepted. Please note that 48 hours notice is required before any move in.

If applicable, please provide your removalist company with the necessary attached information. Please ensure your removalist company holds suitable insurance to cover any damage to common property. The Owners Corporation will not be responsible for glass breakages or damaged finishes. Owners and Occupiers will be required to reimburse the Owners Corporation for the cost of repairing or replacing broken glass, mirrors or any other damaged finishes.

Removal Day

On the day of moving in / moving out, please note the following:

- Call the Building Manager 15 minutes prior to the removalist arriving.
- Upon arrival at GPR, the Building Manager will meet with you and direct the removalist where to locate their vehicle.
- The Building Manager will have installed curtains to protect the lift car finishes and will provide you with the key to the lift.
- The Building Manager will inspect common areas prior and post the move in and will undertake a condition report to record any damage associated with the removal.

After the removal is completed, please:

- ensure that your level and the lift area are clean and tidy;
- notify the Building Manager that the move is complete so that the loading lift may be unlocked and padding removed;
- present all access cards and garage remotes to the Building Manager for validation and updating of the access control system; and
- ensure packing boxes, rubbish and other materials are properly disposed.

Version 1 dated 21 Jan 19

Approved by Executive Committee Glebe Park Residences (UP3309) on 7th February 2019

REMOVALIST INFORMATION

For any move into or out of Glebe Park Residences, it is important to note the following items and ensure that these are communicated to your chosen removalist company if applicable:

- Removalist trucks for move-ins/move-outs are required to access Glebe Park Residences through the southern entrance off Coranderrk Street.
- Before entering the precinct, they should park outside the Convention centre and contact the Building Manager on 0412 689 938. The Building Manager will then direct the removalists vehicle to the best location to access the apartment.
- Removalists need to be aware of which building (A, B, C or D) the apartment is located.
- Removalists must use the lifts to transport all items between levels. The fire stairs are not to be used under any circumstances.
- Generally, building foyers should not be used as a loading zone. Instead, items being moved should be relocated directly between the apartment and removalists vehicle. On a case-by-case basis, approval to use a part of the foyer may be granted by the Building Manager, only if this does not affect the amenity of other residents.
- Removalists must not force doors to stay open by wedging them open as this undermines the security of the building complex and may cause damage to the access control system that will be your responsibility to rectify.
- Lift Car Dimensions (cm)
 - Internal car size – 140 wide x 190 deep x 270 high
 - Door opening – 115 wide x 210 high
- Owners and occupiers are responsible for adequately briefing removalist contractors to not lean items against any common property and take adequate care to avoid damage. It is also recommended they provide protection where necessary to avoid any damage.
- The Building Manager will inspect the lifts and lobbies for damage prior to and at the completion of your move-in.

MOVING IN / MOVING OUT BOOKING FORM



**Glebe Park Residences
Units Plan 3309**

The following conditions apply to completing the moving in/moving out request form.

1. Residents must complete the attached form and email it to the Building Manager pete@pointfs.com.au at least 48 hours in advance of the required date and time.
2. Moving times should be conducted between 8 am and 5 pm, and ideally when the Building Manager is on site.
3. After hours moves may be permitted by prior arrangement with the Building Manager.
4. If for any reason the removal timings are changed, you must notify the Building Manager immediately on 0412 689 938 so that alternative arrangements can be made.

Once the completed move in/out booking form is received, your move-in request will be confirmed and the closest available time booked and access arrangements made to facilitate your move during these hours. A confirmation of your booking will be provided by the Building Manager.

| GPR MOVING IN/MOVING OUT FORM | | |
|--|---------------|-----------|
| Requester Information: | | |
| Name: | | |
| Apartment No: | Phone No: | Email: |
| Owner/Tenant/Contractor/Other: | | |
| Vehicle Registration: | | |
| 1. Make and Model: | Registration: | |
| 2. Make and Model: | Registration: | |
| Removal Details: | | |
| Day/Date: | Start Time: | End Time: |
| Removalist: (if self moving write Self against Name.) | | |
| Name: | | Phone No: |
| Signature: | | |
| Signed: | | |
| Agreement: By ticking this box, I agree to the conditions outlined above. <input type="checkbox"/> | | |