

# RESIDENTS MOVING IN OR VACATING EPORO APARTMENTS

A move is deemed to be when furniture or boxes are transferred to or from an apartment. A move generally occurs at the beginning or end of occupancy by a resident. Moves are required to be booked in advance and confirmed by the Building Manager as Booked.

A delivery of goods occurs when a resident has purchased an item of furniture or white goods and organises delivery. The Delivery is managed by the resident and may occur at short notice by advising the Building Manager.

a) After confirmation of settlement, entering into a lease, and **prior** to moving, you must contact the Building Manager to arrange a booking time for your move. Moves can be booked via the building app (accessed via website [www.eporo.com.au](http://www.eporo.com.au)) or email [BM@eporo.com.au](mailto:BM@eporo.com.au). Alternatively, contact the Building Manager on 0475 990 909.

b) Moves are permitted Monday to Friday, between the hours of **9:00 am and 4:00 pm**.

c) **Moves shall not be permitted unless the Manager has confirmed a booking.** Bookings must be made in advance, with a minimum of 2 working days' notice.

**Moves are not permitted on Saturdays, Sundays or Public Holidays at any time.**

d) **All Moves and Deliveries shall enter the building via the rear of the building, off Sutherland Street.**

e) Limited parking and loading restrictions are in place on Sutherland Street and South Road. Parking on La Trobe Street is metered. Residents are advised to notify the removalist to view the site prior to confirming a booking.

f) Items are to be unloaded and stacked as directed by the Building Manager and then, once available, moved to the advised lift for delivery to the apartment.

g) The Building Manager will explain access details, including a full building induction and instruction session on the use of the Car Lift. For moving in, the Building Manager will arrange to meet all parties at the building point of access.

h) The Resident **must** seek and hold a copy of the removalist's Public Liability Insurance Policy to protect the resident against claims and cost of damages.

i) The Building Manager shall request the occupier to complete and sign an Indemnity Form prior to the move commencing: this is a procedural requirement to assist the Owners Corporation in identifying and recovering costs due to accidental damage.

j) Delivery and/or removalists vehicles must not obstruct the car park entry.

k) Furniture or goods on trolleys **must not** be brought through the La Trobe Street foyer.

l) To facilitate loading and unloading of the furniture etc. the Building Manager will reserve one lift for use during the move.

- m) Furniture or goods must not be stacked or placed against the lift doors, or common area walls.
- n) Please encourage your Removalist to take all cardboard boxes and packaging away with them. Due to the amount of waste generated from a move, the occupier shall be responsible for the correct disposal of such waste. Any cleaning or removal costs incurred by the Owners Corporation for removal of such waste will be recovered from the resident responsible.
- o) The Building Manager shall sign off the completed Indemnity Form on completion of a move and keep it on file.

**Occupiers are encouraged to obtain quotes from the removalist.** Occupiers must provide the Building Manager and removalist with each other's contact details for consultation on building specific requirements.

Please note that your apartment may contain natural timber and/or tiled flooring – due care should be taken when moving furniture to prevent damage.

We advise that these guidelines are for the benefit of all residents, and we request that all parties respect and abide by these guidelines. We also request that if you intend to rent out your property, your Real Estate Agent is provided with a copy of this document for future tenants.

**The Owners Corporation shall take appropriate action against any identified party in breach of these guidelines.**

## **GENERAL TERMS**

**Protective Lift Covers** – Installed to protect the lift from accidental damages during a move or delivery, subject to item.

The **path of travel** for moves or deliveries is a designated path allowing for the orderly and efficient transfer of goods through the building. The Building Manager shall demonstrate the path of travel: off Sutherland Street, into the rear of the building and to the lift face.

**Lift Face** – Foyer area in front of a lift

**Indemnity Form** – Used to record the identity of the Resident, Delivery or Removalist, date and time of the move, and common property condition reporting.

**Storage Cage** – assigned to a private lot, and deemed to be an extension of that lot, and therefore private property. Security of goods within these storage areas is the sole responsibility of the owner or occupier. It is highly recommended that residents secure goods within a storage cage by coverings or locks. Goods must be stored at least 50 cm below and away from sprinkler heads, and under no circumstances should items be hung from sprinkler heads. All goods that may be damaged by surface water should be stored off the concrete floor.

**Shared Pedestrian Areas** – are areas where both pedestrian access and vehicle access co-exist. It is highly important for all parties to be aware of and be safe when using these areas to avoid injury.