

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 & 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 website www.eporo.com.au or email BM@eporo.com.au or alternatively by calling the Building Manager on mobile; 0475 990 909,
- b) Please note that to accommodate settlement commencing late April 2017 there are alternate move in routines and times availabilities.
- c) Moves are permitted Monday – Friday between the hours of **9:00 AM – 4:00 PM**
- d) **Moves shall not be permitted unless the Manager has confirmed a booking.** It is advisable to book in advance and consider allowing at least 2 working days.

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

Subject to clause b).

- e) **All Moves & Deliveries shall enter the building via the rear of the building off Sutherland Street.**
- f) Limited parking and loading restriction re 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.
- g) 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.
- h) The Building Manager shall explain access details and arrange to meet all parties at the building point of access.
- i) The Resident must seek & hold a copy of the removalist's Public Liability Insurance Policy to protect the resident against claims & cost of damages
- j) 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.
- k) Delivery & or removalist's vehicles must not obstruct the car park entry.
- l) Furniture or goods on trolleys **must not** be brought through the La Trobe Street Foyer.
- m) To facilitate loading and unloading of the furniture etc. the Building Manager shall lock out one lift for use of the move.
- n) Furniture or goods must not be stacked or placed against the lift doors, or common area walls.
- o) 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 burdened by the Owners

Corporation for removal of such waste will be recovered from the resident responsible.

- p) The Building Manager shall sign off the completed Indemnity Form on completion of a move and file for information.

Occupiers are encouraged to obtain quotes from their removalist. Occupiers are encouraged to provide the removalist with the Building Manager's 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; we request all parties respect and abide by these guidelines. We also request that if you intend to rent out your property, that your Real Estate Agent is given a copy 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 to the lift face

Lift Face – Foyer area in front of a lift

Indemnity form – Used to record the identity the Resident, Delivery Or Removalist, Date & 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 residents secure goods with a storage cage by coverings or locks. All goods that maybe 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.