

MONUMENT

MOVE IN/OUT REQUEST

(To be completed at least 48 hours before the move)

Type of move: In / Out (Circle one)	Apartment no.:	Resident name:
Resident mobile no.:	Resident email address:	
Removalist company:	Removalist personnel name/s and mobile no/s:	
Removalist vehicle registration no/s:	Requested move date:	
Requested start time for move: (Must be between 9.30am and 1pm)	Requested end time for move: (Must not be later than 3.30pm)	
<p>The following conditions apply to all moves:</p> <ul style="list-style-type: none"> • Deliveries/move-ins and removals/move-outs may only occur between the hours of 9:30 am and 3:30 pm, Monday to Friday. Deliveries and removals are not allowed to take place on weekends and public holidays. • The resident must ensure that the removalist holds public liability and workers' compensation insurance. • Deliveries and removals are to be booked with Concierge at least 48 hours in advance, but it is strongly advisable that bookings be placed as far in advance as possible as only one move-in/out is permitted in the building per day. Residents and/or their contractors who arrive without a prior booking may be refused access. • At the time of placing the booking this form is to be submitted and a \$500.00 cash holding deposit paid (fully refundable after the move if all conditions have been adhered to, and no damage has been done to the Common Property). • Booking times must be accurately and strictly observed. If the removal truck has not arrived at Monument by 1:00 pm sharp on the day, the booking will automatically be cancelled. • Concierge must complete an inspection report (on the next page of this form) that is signed by the resident before contractors can be permitted to commence a delivery or removal. • For move-ins, a resident register form and pet register form (if applicable) must be fully completed and submitted to Concierge before the move can commence. • Only the assigned lift, whose interior walls are to be protected by supplied lift curtains/pads and a carpet mat laid on its floor, is to be used. Residents are responsible for any damage caused to the Common Property during the move, including lift breakdowns caused by improper lift usage (e.g. overloading) or use of a non-assigned lift. A deduction may be made from the holding deposit to be refunded, or the entire deposit withheld, to cover the damage. • Removal trucks cannot enter the car park. Please also advise the removalist not to park between the car park entry and exit roller doors at any time, as this is likely to result in a heavy fine. • A small van or ute (maximum clearance height: 1.9 m) is recommended to be used to transfer furniture between the removal truck and the Basement level lift lobby. If this is the case the Concierge may be able to allocate a car park space for the van/ute, if they are notified well in advance. However, there are no guarantees. The loading and car wash bays are generally not to be used for resident deliveries and removals, and must never be used without obtaining prior permission from the Concierge. • The Concierge will open one of the roller door shutters to the car park, and all items are to be walked up and/or down the driveway/ramp to the lifts on the Basement level. No deliveries or removals are allowed through the main foyer or Lower Ground level lift lobby, under any circumstances. • Stacked items must not block entry or exit pathways at any time. • Following the move, all large packing boxes must be taken away by the removalist. Any construction type waste or materials is also the contractor's responsibility to remove from the building, in the contractor's own containers. • No rubbish, paper, boxes or bottles are to be left in the corridors, fire stairs or on the floors of the garbage chute rooms. Kitchen refuse is to be placed in securely tied, small plastic bags and placed down the garbage chute. Recyclable items are to be placed in the appropriate bins. Larger items must be taken down to the central garbage room on the Lower Ground level. • Failure to remove and/or dispose of excess rubbish and packaging may result in cleaning fees being charged to the resident or deducted from the holding deposit. • Concierge will conduct a post-move inspection before the holding deposit is refunded. • The directions of the Concierge and Building Manager must be followed at all times. 		
<p>I hereby declare that I understand and agree to the above conditions. Furthermore, I understand that the information I have provided on this form may be stored in hard copy and/or electronic format, accessible to the Building Manager and Concierge. Details of the move may also be shared with the Strata Managing Agent to comply with Section 119 of the <i>Strata Schemes Management Act 1996 (NSW)</i> and by-law 5.2 of the Monument By-Laws.</p>		
Resident name: _____	Signature: _____	Date: _____
OFFICE USE ONLY		
Date form received: _____ Processed by: _____		
Request accepted and entered into booking system: Y / N (If N, state reason for denial: _____)		
For moves in: Welcome pack supplied to resident: Y / N / NA For moves out: Email list administrator notified: Y / N / NA		
'Guidelines for moves/deliveries/removals' flyer supplied to resident: Y / N		

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INSPECTION REPORT (To be completed on the day of the move)

Inspection Criteria	Pre-move			Post-move		
	Yes	No	Details	Yes	No	Details
Resident register form completed and submitted to Concierge? <i>(for move-ins only)</i>				NA		
Pet register form completed and submitted to Concierge? <i>(for move-ins only)</i>						
Apartment door and architrave in good condition?						
Corridor flooring on apartment level in good condition?						
Corridor walls on apartment level in good condition?						
Corridor ceiling on apartment level in good condition?						
Ground and Lower Ground level lobby floor in good condition?						
Ground and Lower Ground level lobby walls in good condition?						
Ground and Lower Ground level lobby ceiling in good condition?						
Basement level lift lobby area in good condition?						
Loading dock and surrounding area in good condition?						
Lift doors in good condition?						
Lift interior in good condition?						
Lift switched to 'Exclusive' / 'Normal' mode?						
Lift floor mat laid / removed?						
Lift protective pads erected / removed?						
Holding Deposit	Amount received: \$			Amount returned: \$		
Concierge on Duty to complete	Name: Signature: Date: Time:			Name: Signature: Date: Time:		
Extra Comments						

