



## MOVING IN/OUT

All moves are to be requested in writing and by appointment only with the Building Manager, to ensure minimal disruption to other residents and common areas are protected against damage. All appointments must be made at least 72 hours prior to the move. A lift will be assigned for your use for a maximum 3-hour period. If additional time is required another booking must be made.

Please contact the Building Manager on 9827 5949 to book in a time or email [claracaretaker@accordre.com.au](mailto:claracaretaker@accordre.com.au)

### Move in Time: **ALL MOVES IN/OUT MUST BE PRE-BOOKED AND APPROVED**

Moves are only allowed to be undertaken under supervision of the Building Manager during the following hours:

**Monday to Friday:** 9:00am – 12:00noon & 1:00pm – 4:00pm

**Saturday:** 9:00am- 12:00noon

**No moves are to occur outside these times.**

### Notice

**All moves are to be requested in writing via** the indemnity application form which must be filled out and given to the Building Manager, along with a copy of your removalists insurance, if you are using a removalist, and photo ID **before your move can be confirmed.** The Building Manager has the form onsite and can provide to you when requested.

**A minimum of three days' notice is required.** Moving times will be assigned in a maximum of **3-HOUR** blocks and strictly monitored and worked out in order of when the request was received. If you need additional time another booking will be required.

### Lift Covers

To protect the lift against damage, the Building Manager will install lift covers in the lift allocated for your move. The Building Manager will also inspect the corridors/lift for existing damage prior to and after your move.

### Removalist

You must provide the Building Manager with a current copy of the Removalists certificate of currency before your booking can be confirmed. If this is not provided the Removalist will not be given access to the site and your booking will not be confirmed.

### Taxi Boxes

Taxi boxes are able to be used **ONLY IF THEY MEET THE FOLLOWING CONDITIONS:**

- The Box is not put on common property – council permission will be required to put the bin on the footpath or the road and a proof of the council approval and current insurance details for the bin company will need to be provided to the Building Manager before approval will be granted.
- The boxes are only to be there for the length of time it takes to load the boxes during the above stated times and under supervision of the Building Manager. They are not to be left overnight or longer or filled up outside normal move in times.

### Booking a Lift

Please contact the Building Manager on phone 9827 5949 email [claracaretaker@accordre.com.au](mailto:claracaretaker@accordre.com.au).

### Lift Dimensions – Clara Tower

Internal Lift Size – 2700mm(High) x 1450mm(Wide) x 2000mm(Depth) Lift Door Opening Size – 2100mm(High) x 1000mm(Wide)

### Lift Dimensions - Park Apartments

Internal Lift Size – 2200mm(High) x 1100mm(Wide) x 2100mm(Depth) Lift Door Opening Size – 2100mm(High) x 900mm(Wide)

Please ensure that utmost care is taken when moving your items through the common areas so as not to damage lobby walls or lift, oil or damage to the drive way. If damage is found after your mover, you will be asked to repair the damage or the cost of the repair will be charged to you by the Owners Corporation.

**All move in/out are to occur from either the basement car park or Clara Street** (The Building Manager will ensure the bollards have been removed so the truck can gain access). **Please ensure that removalist trucks do not park at the car park entrances or at the pedestrian entrance to the Clara development.**