

Presidio Apartments

MANAGED BY SYDNEY BMP

P: 0401 392 582

E: management@presidioapartments.com.au

MOVING INSTRUCTIONS

BOOKINGS

To preserve the condition of the building and to ensure the lift and loading zone is available, residents moving furniture or large items into or out of the building must first book with building management **at least 48 hours** prior to the move via email at management@presidioapartments.com.au or on 0401 392 582 during onsite hours (Mondays and Fridays from 1:30 – 5:30pm, and Wednesdays from 7:30 – 11:30am). Residents are only permitted to move between 9.00am & 5.00pm.

VEHICLE ACCESS

Vehicles can either park in their designated car space in the carpark, or in the visitor's car spaces towards the rear of the building. Alternatively, if your vehicle is over 2.1m please park in the loading bay at the end of Brennan Lane.

ON THE DAY

Please note that building management is only on-site Mondays & Fridays from 1:30 to 5:30pm, and Wednesdays from 7:30 to 11:30am. If you are moving outside of these times, please organise with management beforehand. **All moving conditions must be complied with.**

Once the move is finished please remember to notify building management that you have finished the move so that they can inspect the common areas.

MOVING CONDITIONS

1. Residents or removalists will not be permitted to move items unless Building Management has been notified.
2. Moving is only permitted between 9.00am and 5.00pm and the lift should only be used during these times.
3. Common property (particularly residential hallways and lifts) must always be kept clean. Mess created as a result of the move must be cleaned up immediately (as you go) with a final clean completed at the end of each day so that common property areas are back to their original presentation. The area must be vacuumed. This includes the car park area, lifts and residential hallways.
4. All care must always be taken to prevent damage to common property. Any damage that does occur must be reported to building management and repaired promptly at the owners' expense.

Apartment number: _____ Level: _____ Name: _____

Contact details: _____ Date: _____ Moving Time: _____

I am (please tick one): Vacating the apartment Taking up new residency or Just moving some items .

I acknowledge the conditions outlined in this form.

Signed: _____ Date: _____

Please provide details of any damage to common property prior to commencement of your move: _____

(Staff Only)

Final Inspection: Staff Initials: _____

Comments: _____