

Move-In / Move-Out Reservation Form

Location

☐ 1 Grandstand Pde

☐ 98 Joynton Ave

☐ 2 Wolseley Grove

Zetland NSW 2017NSW 2017

Requested Date

▮ ____ / ____ / ____

Requested Time

▮ ____ : ____ ☐ AM ☐ PM

Apartment No.

▮ _____

Resident Names

▮ _____
 ▮ _____
 ▮ _____
 ▮ _____

Primary Contact

▮ _____ ☐ Landline

▮ _____ ☐ Mobile

▮ _____ ☐ E-mail

Type of Booking

▮ ☐ Move-In ☐ Move-Out ☐ Delivery ☐ Other _____

Delivery Company

▮ _____

Delivery Contact

▮ _____ ☐ Landline

☐ Mobile

Status

☐ Owner

☐ Tenant

Estate Agent (if applicable)

▮ Company _____

☐ Landline

☐ Mobile

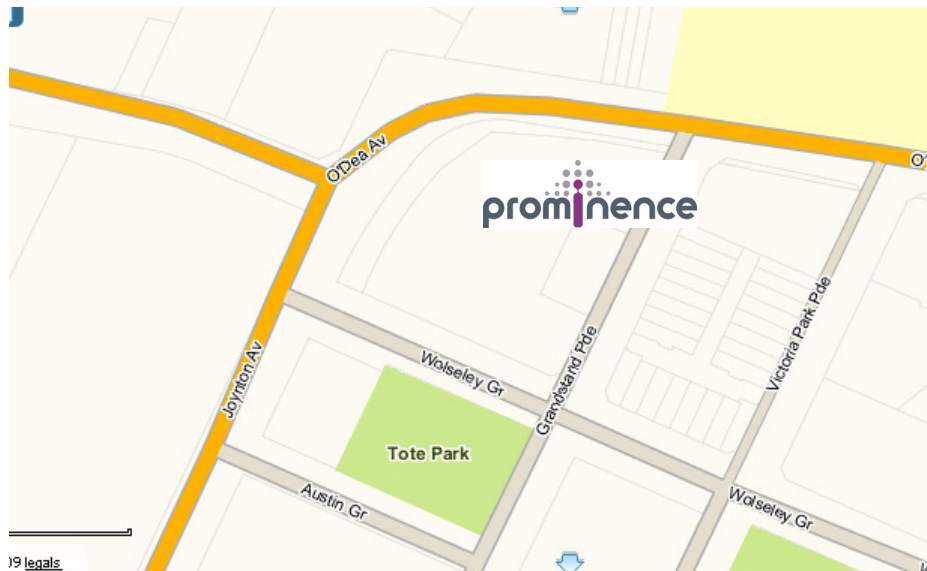
PLEASE RETURN YOUR COMPLETED RESERVATION FORM TO THE BUILDING MANAGER A MINIMUM OF 48 HOURS PRIOR TO THE MOVE-IN/MOVE-OUT. CONFIRMATION OF THE MOVE WILL BE GIVEN TO THE RESIDENT BY CONTACTING THE NUMBER OR EMAIL PROVIDED ABOVE

OFFICE USE ONLY

Relocation time approved:	Database Updated:
BUILDING MANAGER Signed:	
Date:	

Procedures Moving Into and Out of Prominence

1. **Advance Notification** of intended relocations or deliveries must be booked by completing this form and submitting it to Building Management with **a minimum of 48 hours prior notice**.
2. **Reservation Times** for move-in / move-out are strictly between the hours 7.30am to 3.30pm Monday to Friday. Moves outside these times are not permitted. **No moves on Weekends or Public Holiday permitted**
3. **Lift Protection** will be made available by the Building Manager who will install protective curtains and flooring to the goods lift in preparation for the move or delivery.
4. **Loading/Unloading** is via **Grandstand Pde** entry driveway, at the rear of Prominence (see map). **It is a condition of the Building By-Laws that moves are to come only through the loading dock. No moves through the entry foyer or un-padded passenger lift.** Residents should provide a copy of this form to the removalist prior to the booking date.



5. **Damage to Common Property** Residents relocating are responsible for any damage to common property during the move and are to advise the Building Manager immediately if damage occurs. **Please use only reputable companies with appropriate insurances.**
6. **Waste & Packaging** from moves must be removed from apartment floors and placed in the appropriate bins made available in the Basement 1 Carpark level. Any large boxes or packaging to be dropped in to the refuse room located on basement 1 level – follow signs installed to locate refuse room.
7. **Resident Register Form** must be completed and handed to the Building Manager by the day of the relocation

☐ I understand and agree to abide by the procedures and the registered By Laws

Signature of Primary Resident _____ Date _____ / _____ / _____

Please complete all bullet point (•) marked fields of this document and hand in to Building Management.