

## MOVE-IN FORM - BUILDING NAME

Please email your completed booking form to [info@verticali.co](mailto:info@verticali.co)  
Note: Removalist trucks will be turned away if no booking has been made.

### PLEASE REMEMBER!

- Provide 2 days' notice
- 2 hour time allocations (double bookings available)
- Security Bond
- Complete Indemnity Form

- **LIFT DIMENSIONS**  
Contact your building manager to get the dimensions of the lift before moving in.

#### PLEASE NOTE

Upon receipt of the completed form the Building Manager will contact you by phone to confirm your booking time and provide further instructions.

Apartment Number:  Full Name:

Contact Number:  Email Address:

Vehicle Registration number/s:

Estate Agent details:

Move date:  Preferred time:  9:00-11:00am  11:00am-1:00pm  1:00-3:00pm  3:00-5:00pm

### MOVE-IN RULES

Proprietors moving furniture and other articles likely to cause damage or obstructions through the common property must not:

1. Do so without notifying the Building Manager / Owners Corporation Manager at least 48 hours prior to the proposed move and without receiving approval from the Building Manager for the day and time of the proposed move;
2. Do so on a Sunday or public holiday;
3. Do so on a Saturday without paying the fee set by the Owners Corporation for the overtime attendance of the Building Manager or other security personnel;
4. Permit any carriers or tradespeople to commence operations prior to their making contact upon arrival with the Building Manager;
5. Permit any furniture or other articles to be brought into or out of the Building other than via the lift or rear carpark;
6. Permit any vehicles to restrict access to the car park;
7. Permit any carriers to enter the Building other than via the rear car park;
8. Conduct operations so as to unduly restrict access of other Proprietors of a lot to the lifts or lobbies or restrict access to the fire escapes;
9. Place any furniture or items in a lift other than that specified by the Building Manager and in any event, not until protective covers have been placed in the lift by the building manager;
10. Permit any furniture or other items to come into contact in any way with the lift doors, including static contact or leaning or
11. Damage the common property.

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**Your removalist will be required to fill out the following form. This is to ensure that any damage done to common property during your move is rectified at the expense of the removalist or the occupant moving in/out.**

I/We  From  (Employee) (Company Name)

I/We

moving in/out of  (Owner/Occupant) (Apartment No.)

Undertake to take all due care and diligence during the moving process. Further, the company / owner agrees to reimburse the owners corporation of 19-21 Hanover Street Oakleigh any expense incurred by them in reinstating to original condition, any surface or item which may become damaged or marked by the company's / owner's actions. In this regard, inspections will be carried out by the move in coordinator both prior to and following the subject move.

Should you disagree with the assessment, your immediate response will be required; failure to respond immediately will result in all further rights of appeal being forfeited.

PRE-CONDITION REPORT		POST-CONDITION REPORT	
Coordinator Sign		Coordinator Sign	
Outer Glass Door		Outer Glass Door	
Stairs		Stairs	
Floors		Floors	
Walls		Walls	
Lift		Lift	
Level	Walls	Level	Walls
Level	Carpet	Level	Carpet
Date	Time	Date	Time
Employee's Signature on behalf of Company (removalist)		Employee's Signature on behalf of Company (removalist)	
Owner / Occupant moving in / out		Owner / Occupant moving in / out	
BOND DETAILS: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque		BOND DETAILS: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque	