

# CARILLON APARTMENTS

STRATA PLAN 10486

P: 0435 816 768

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## MOVING INSTRUCTIONS

### BOOKINGS

To preserve the condition of the building and to ensure the lift and loading area is available, residents moving furniture or large items into or out of the building must first book with building management **at least 4 days** prior to the move via email at [buildingmgr@carillonmanly.com.au](mailto:buildingmgr@carillonmanly.com.au) or on 0435 816 768 during office hours (Monday to Friday 7.00am to 6.00pm). Residents are only permitted to move between 9.00am & 5.00pm Monday to Saturday, there is to be no moving on Sunday.

### VEHICLE ACCESS

Items cannot be taken through the main entrance foyer, residents must park removalist vehicles either in their designated car space or for large vehicles on the driveway next to the grass across from the flag pole (see below map). Please be sure not to go over the curb onto the grass and make sure there is enough room for cars to still use the turning circle and driveway. Under no circumstances should large trucks be taken into the visitors parking area.



### ON THE DAY

Residents must first report to building management prior to their move, pay a \$200 **cash** security bond and acknowledge the moving conditions below, building management will make arrangements to meet you. For residents that are moving-in for the first time building management will provide an introduction to the building and also request they complete a 'resident information sheet' so that management has your contact details. **All moving conditions must be complied with.**

### SECURITY BOND

While building management will advise you of the moving conditions and assist in explaining them to any removalists, it is the residents responsibility to ensure that the moving conditions are adhered to. A security bond of \$200 is paid to encourage residents and their removalists to do the right thing. While we understand moving can be a difficult process, blatant disregard for the moving conditions will result in partial or full forfeit of the security bond. Other residents do

not want to clean up your mess or pay for any damage you cause to common property, similarly residents do not want to be stuck on their level for periods of time because your removalists are using both lifts. We ask that you be cognisant of other residents needs when moving.

## ON COMPLETION OF THE MOVE

Once the move is finished please remember to notify building management that you have finished the move. Building management will carry out an inspection of the common areas to ensure there is no damage. Assuming the moving conditions have been adhered to and there is no damage to common property, your bond will be refunded.

## MOVING CONDITIONS

1. Residents or removalists will not be permitted to move items unless the \$200 cash bond has been paid.
2. Moving is only permitted between 9.00am to 5.00pm Monday to Saturday and the lift should only be locked off during these times.
3. Lifts should only be locked off while they are immediately being used. Please release the lift for other people to use when you are not using it.
4. When moving you must only use the right hand side lift that will have the covers installed. The left lift is for residents and you should not use this lift for moving items.
5. On completion of the move lift covers and the carpet matting must be removed, neatly rolled or folded up and then put back in the cover cupboard which is the first set of cupboards to your left as you exit the basement lifts (just past the electrical switch room).
6. Under no circumstances can items being moved be taken through the ground level lobby, please route items through the car park and basement level.
7. The lift key must be returned promptly at the end of your allocated moving time and must not be taken off-site. Building management must be notified if you need additional time to move.
8. Common property (particularly residential hallways and lifts) must be clean at all times. 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.
9. The area must be vacuumed on completion of the move. This includes lifts, basement foyers and residential hallways.
10. All care must be taken to prevent damage to common property at all times, any damage that does occur must be reported to building management and repaired promptly at the owners expense.
11. I agree that failure to comply with any of the conditions above may result in partial or full forfeit of the security bond.

**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 and acknowledge that i will forfeit the bond should any of these conditions be broken.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please provide details of any damage to common property prior to commencement of your move:** \_\_\_\_\_

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**(Staff Only) Pre-move:** Bond Received: \_\_\_\_\_ Key Issued: \_\_\_\_\_ Lift Covers: \_\_\_\_\_ Photos: \_\_\_\_\_ Intro \_\_\_\_\_ RIS Sheet: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Final Inspection:** Bond Refunded: \_\_\_\_\_ Key Returned : \_\_\_\_\_ Lift Covers Down: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Records Updated:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_