

MOVE IN / MOVE OUT PROCEDURE

Moves are only permitted from Monday to Friday, there is strictly no moves on weekends or public holidays.

All move in/outs or deliveries of large furniture items require lift protection to be installed and a lift key to be used for the duration of the move. Please contact the Building Manager at vantage@impex-group.com.au or on 0484 121 034 at least 48 hours in advance to book a time for your move (either 8:00-12:00 or 12:00-16:00). Please report to the Building Manager on the day of your move to collect the key to the lift and to receive instructions. The lift key must be in the possession of the resident using it at all times and should not be left in the lift unattended. Lift key must be returned as soon as the move is completed and no later than the following day of the move, if it is not returned in time the resident will be charged for a replacement.

Please read below carefully and ensure ALL the relevant people involved in the move receive a copy.

1. Do not prop or forcefully hold doors/lifts open

There is strictly NO propping open of any common area doors or covering of sensors during the move as by doing so you can potentially cause damage and it will be classified a security breach. Access devices must always be used to enter/exit doors and lifts. If this is ignored, a breach will be sent to the owner of the lot and any costs involved for repairs caused from damage will be on-charged accordingly.

2. Parking

Vehicles involved in the move must park on Riversdale Road away from the car park main entrance so as not to block vehicles entering/exiting from the building.

3. Moving of the furniture/items

Items are to be moved through the main lobby to the lift. Items must not be piled up in the lobby or left leaning on common area walls and furniture.

4. Lift dimensions

The dimensions of the lift are 2.4m high, 2m long and 1.3 wide. If you have items that are larger than these measurements, please do not force them into the lift as this can cause damage to the lift panels, ceiling, or mirror.

5. Removal of boxes / packaging waste

Large boxes must be taken offsite and disposed of correctly. Smaller boxes may be placed in the blue lid bins, Styrofoam and packaging plastics are not recyclable and must be disposed of in the red lid bins (general waste). All bins are located in the ground floor bin room.

6. Damage caused during the move

Any damages to the common areas caused by the move will result in on-charges to person/s responsible for any repairs required.

Contact the Building Manager if any clarification is required.