

MOVING INSTRUCTIONS

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 **72 hours** prior to the move. Residents are only permitted to move between **9.00am & 5.00pm Monday – Saturday. No Move ins allowed on Sundays.**

TO MAKE A BOOKING

- 1) Email mpg@alliancemanagementservices.com.au and register your tenants' details with Building Management **AT LEAST 72HRS** before the moving in/out date.
- 2) Building Management will then send the tenants login details to the building management system (MYBOS) within 24 hours, which is the online management system used to manage the building.
- 3) Residents should then login into MYBOS, click on 'Amenity Reservation' which will show you a calendar with any current bookings, click on 'Add New Reservation' to book your booking times.
- 4) Residents will need to tick the 'I agree' box to confirm they have read and understood the conditions listed below.
- 5) Building management will then confirm your booking within 24 hours (Monday to Saturday).
- 6) Bookings will only be confirmed once the \$200 Security bond has been paid, please see details below how to arrange.

Alternatively, for residents that do not want to use MYBOS please contact building management via email mpg@alliancemanagementservices.com.au or (02) 7201 0418 and we will arrange the booking for you.

PLEASE NOTE NO BOOKINGS WILL BE MADE UNTIL A SIGNED COPY OF A LEASE IS SUBMITTED TO BUILDING MANAGEMENT.

PRIOR TO THE MOVE

Residents must arrange payment of a \$200 security bond to the Owner's Corporation's Trust Account using the following details below :

Reckitt/Argyle/Lemont/Bowers/Waverly – SP51517 (Stage 1)

Account Name: SP51517

BSB: 182-222

Account Number: 2230-88279

Description/Reference: Unit number, Surname, Move In (i.e. A201 Smith Move In)



Dowling/Foveaux/Palmer – SP60182 (Stage 2)

Account Name: SP60182

BSB: 182-222

Account Number: 2934-36184

Description/Reference: Unit number, Surname, Move In (i.e. D301 Smith Move In)

Caley – SP62884 (Stage 3)

Account Name: SP62884

BSB: 182-222

Account Number: 2124-44681

Description/Reference: Unit number, Surname, Move In (i.e. C201 Smith Move In)

Grosvenor/Hopetoun – SP54721 (Stage 4)

Account Name: SP54721

BSB: 182-222

Account Number: 2029-64623

Description/Reference: Unit number, Surname, Move In (i.e. G301 Smith Move In)

Confirmation of payment must then be provided in a form of receipt to Building Management before the move in date and for the reservation to be approved in MYBOS.

ON THE DAY

Residents must first report to the building management or security office to collect a lift key which is to be used during the move to hold open the lift doors (to use key insert key into independent service barrel, when door is open turn key to on, to shut doors turn key to off). Building management will arrange for the lift covers to be installed. All moving conditions must be complied with.



P : (02) 7201 0418

E : mpg@alliancemanagementservices.com.au

W : mooreparkgardens.au

VEHICLE ACCESS

Residents should refer to the map overleaf for removalist truck parking areas and access.

- **Reckitt/Argyle/Lemont/Bowers/Waverly – SP51517 (Stage 1)**
Removalist trucks should park in either the Argyle or Bowers loading zones (subject to height restrictions) or at the entrance/exit to the Argyle/Bowers car park respectively. Items can then be taken through the car park to the lift. Please note items are not permitted to be taken through the Argyle and Bowers main foyer.
- **Dowling/Foveaux/Palmer – SP60182 (Stage 2)**
Only trucks with a maximum height of 3.1m and length of 6m will be allowed to use the Dowling loading zone in the car park on CP2 and trucks must not turn around in the car park. Residents wanting to take items to other areas in the car park have a height restriction of 2.1m. Removalist vehicles must at no time obstruct vehicle and pedestrian traffic.
- **Caley – SP62884 (Stage 3)**
Access for removal trucks and vans (including any removal vehicle rented by a resident) is restricted to the loading bay located outside the garbage room on the East Wing of the Caley Building. The loading bay is accessed from Crescent Street via a locked roller door located to the left of the regular carpark entrance (just past the East Wing entrance lobby). Use of this door is strictly controlled by building management.
 - i) Household goods MUST NOT be moved through the glass sliding doors in the East Wing or West Wing lobby at any time.
 - ii) Removal trucks and vans (including any removal vehicle rented by a resident) MUST NOT park anywhere on the Crescent Street driveway or use visitor parking outside the building.
 - iii) All residents and tenant must book access loading bay access in advance with building management.
 - iv) Protective covers must be installed in the lift prior to starting your move in or out of the building. These are installed in advance by building management.

Caley East Wing Access (including all apartments on Level 4 and 7)

- i) All vehicles used to load or unload household goods must park wholly inside the loading bay. They must not obstruct access to the carpark entrance, the East Wing entrance lobby or use visitor parking along the Crescent Street boundary.
- ii) All household goods must be moved into and out of the building using the double doors located at the eastern end of the East Wing Lobby. Building Management will install a temporary ramp at the base of these doors on the day of your scheduled move.
- iii) You must secure these doors using the temporary door hooks installed by building management i.e., hold them open. These hooks must be used at all times to prevent damage to the doors.

Caley West Wing Access (including apartments on Level 3,5 and 6 accessed from the West Wing)

- i) All vehicles used to load or unload household goods must park in the CP2 car washing bay (inside the building) next to the doors used for accessing the west wing lobby from the CP2 carpark.
 - ii) You must book exclusive access to the car washing bay in advance with building management. They will block access to this zone in advance of your move date.
 - iii) Vehicles must enter CP2 via the loading bay roller door, or via the Charles Moore Avenue high bay roller doors outside the private road roundabout. Vehicles requiring clearance of more than 2.1 metres must use the loading dock roller door.
 - iv) All household goods must be moved into and out of the building using the double doors located at the western end of the East Wing Lobby.
 - v) You must secure these doors using the temporary door hooks installed by building management i.e., hold them open. These hooks must be used at all times to prevent damage to the doors.
 - vi) Residents moving in and out of Levels 4 and 7 must use the East Wing lobby to move their goods. See instructions for East Wing access above.
- **Grosvenor/Hopetoun – SP54721 (Stage 4)**
Only trucks with a maximum height of 3.1m and length of 6m will be allowed to use the loading zone in the car park on CP2 and trucks must not turn around in the car park. Access to the loading zone is only available via the car park exit gate off Charles Moore Avenue. Residents wanting to take items to other areas in the car park have a height restriction of 2.1m. Removalist vehicles must at no time obstruct vehicle and pedestrian traffic.

MOVING CONDITIONS

- Residents will not be permitted to move unless the \$200 security bond has been paid and a copy of the receipt has been sent to Building Management.
- Residents are only permitted to move between 9.00am and 5.00pm.
- Lift covers must always be used . (Reckitts/Argyle/Lemont/Bowers/Waverly Buildings excluded)
- Trucks must only park in the visitors parking or designated areas and must not obstruct traffic.
- Residents must notify building management if their move is to take longer than the designated time.
- Only 1 apartment is permitted to move into/out of the building at a time.
- Residents are not permitted to move items through the entrance foyers from Charles Moore Avenue.
- Residents using the lift key must not lock off the lift door for longer than 2 minutes so that other residents can use the lift.

MOORE PARK GARDENS

- In the interest of security, doors should not be propped open or aggressively jammed.
- No damage is to be made to common property, particularly walls (building management will inspect the area after the move).
- No mess (dust, dirt, rubbish, surplus furniture or personal effects) is to be left on common property and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the car park garbage areas, please do not leave items in chute rooms.
- The security bond may not be refunded in part or in full but applied to the cost of repairs to any common property damaged or left unclean during the move.

ONCE THE MOVE IS FINISHED

Please remember to notify building management/security that you have finished the move so that they can inspect the common areas and to return the lift key. Assuming all moving conditions have been observed and there is no damage to the building your security bond will be refunded. Residents will need to contact the building manager to arrange the refund. Email Building Management at:

mpg@alliancemanagementservices.com.au.

