

Guidelines:

1. Report your plans to move in/out at **least 48 hours** prior any move. The date/time is subject of a confirmation by Building Manager as it may be other residents already booked for that date/time. Building Manager 0499 933 056 / bm@1colombo.com.au
2. All furniture and appliances **MUST** be moved in/out the property by using **ONLY** the carpark ramp **AND** during normal business hours **MON-Fri 8AM to 5PM**. In special circumstances, an authorization may be made to move/deliver goods otherwise, please ask Building Manager. Small items such as clothing/bags or other personal items may be carried via any building access as long as you can carry them by yourself without causing damages to the property or injuring yourself.
3. An inspection pre-post move needs to be conducted to provide enough knowledge of the process. This helps Property Owners, Residents and its representatives to be clear of liabilities in the case of unfortunate circumstances, accidents or property damages.

MOVING IN ____ MOVING OUT ____

DATE : _____

UNIT NUMBER : _____

1. I _____ (resident/owner) acknowledge that I have read the contents. I also acknowledge I have been shown the safety procedures during the move, authorised paths of travels, lift prepared and locked to use exclusively and I will act accordingly.
2. I declare that I am personally ____ or engaged a company ____ to move my items and/or furniture.

Company Name:**Contact Info:**

3. I have been shown the travel path and its current conditions :

	BEFORE	AFTER
a. Pathways Carpets	_____	_____
b. Pathways Walls	_____	_____
c. Emergency Signs & Fire sprinklers	_____	_____
d. Lifts protected with pads/carpet	_____	_____
e. Others _____	_____	_____
_____	_____	_____
_____	_____	_____

Disclaimer:

I acknowledge that neither the Owners Corporation nor their representatives accepts responsibility for:

1. The safety & health of persons engaged in my move or security of the property.
2. Risks of injury and or damage to the property common or private that may occur as a direct or indirect consequence of or in connection with my move.

Therefore, I accept my responsibility for:

3. Releasing the Owners Corporation and its representatives from any responsibility or liability due to injury and or any damage to the property that may occur.
4. Undertaking to indemnify the Owners Corporation and its representatives against all loss and expense incurred, directly or indirectly, as the result of a claim made by any party at all because of injury to any person and or any damages to the property in connection with the moving of my move.
5. In the event of having engaged a professional removalist company, I have read and understood a copy of their Public Liability Insurance Policy that they have given to me previously to my move.

Signatures:

Building Representative

Move Responsible

Owner ☐

Resident ☐

or Representative ☐

Date: _____

Time: _____