

MOVING in /out Guidelines APARTMENTS

1 COLOMBO ST

Definitions:

1. Move in/out

Is defined as when furniture, appliances and boxes are transferred to or from a unit at Colombo Apartments. All moves required to be reported and coordinated by Building Manager with the only intention of ensure smooth, safe, authorized process.

2. Delivery

Is defined as when particular item of furniture or appliance is delivered by an additional party as a result of a purchase of this item. Deliveries do not need to be reported or coordinated by Building Manager. All deliveries MUST access the property via carpark access ONLY.

3. Path of Travel

Are only the areas designated on the day of the Move by the Building Manager to the company of removalist, the resident moving in/out or the owner of the unit that move.

4. Indemnity form

An official document provided to Owners, Residents or Removalist and/or its representatives PRIOR any move at Colombo Apartments. The Owners Corporation reserves the rights to recover any cost of repairs in the event of damage to property during the move. The Resident Owner, Resident or its representatives accepts the responsibility and provides enough contact details prior any move.

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.