



## Resident Apartment Moves

Dear Residents, Owners and Managing Agents,

The following procedures apply for resident moves at Altair.

***Building Management reserve the right to refuse a move if these procedures are not followed.***

If you have an agent managing your property, please make sure they are aware of this requirement so it can be passed on to tenants.

### **Move and Large Deliveries Times**

Moves and large deliveries may only occur between the hours of -

**9:00 a.m. – 12:30 p.m. or 12.30 p.m. – 4.00 p.m. Monday to Friday.**

Removals are limited to two per day and are not permitted on weekends, evenings or public holidays.

### **Moves**

Any resident wishing to move in, or out of, Altair, must book a lift and pay a refundable security bond of \$500, at least 48 hours in advance of the move date, to the Building Manager. The Building Manager will book a lift, place padding in the lift to protect it, and reserve the loading dock space. Any damage to common property sustained during moves is to be paid for out of the refundable security bond. The cost of rectifying any damage in excess of the \$500 bond will be invoiced to the resident requesting the move.

Prior to any apartment move, a Common Area Inspection Sheet must be filled in by the Building Manager and the moving resident or their representative. The sheet will list any existing damage between the car park entry point and the door of the apartment. At the completion of the move, the Common Area Inspection Sheet is to be checked off by building management and the moving resident or their representative to determine if any new damage has been sustained during the move.

### **Booking Forms**

Request move forms for apartment moves can be obtained from the concierge or Building Manager and must be submitted for approval at least 48 hours prior to the requested date.

*Your Executive Committee*





### Lobby Inspection Sheet

<b>Common Area Move Inspection</b>	<b>Yes</b>	<b>No</b>	<b>If No, Give Details</b>	<b>Post Inspection (tick off)</b>
Are the apartment doors in good condition?				
Is the lobby carpet in good condition?				
Are the lobby walls in good condition?				
Is the lobby ceiling in good condition?				
Are the lift doors in good condition?				
Have the lift protective carpet and wall claddings been laid down?				
Are the walls in the loading area in good condition?				
Is the roller gate working properly?				
Apartment No:			Date of move: IN / OUT	
Completed by Altair Representative (Print name) :	Signature (pre-move):		Signature (post-move):	
Mover/Representative (Print name) :	Signature (pre-move):		Signature (post-move):	