



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



Request Move Form

Moves to and from apartments in Altair can only be made between the hours of -

9:00 a.m. – 12.30p.m. or 12.30 p.m. – 4.00 p.m. Monday to Friday, no moves can be made on weekends, evenings or public holidays and moves are limited to two per day.

Applications for permission must be submitted for approval at least 48 hours in advance.

Key Authority Form, Resident Information Form and Emergency Evacuation Form must be fully completed and submitted before any request to move in can be approved.

Tenants moving in must provide a copy of their Lease Agreement.

Day.....Date.....

Move: *Please tick* IN OUT

Time (circle) 9:00 a.m. -12:30 p.m. 12:30 p.m. – 4:00 p.m.

ApartmentName.....

Contact Phone

Removalist

Phone

Prior to and at the end of any move, a Common Area Inspection Sheet must be completed by the moving representative or their representative and the Altair Building Manager.

Copy of lease attached: yes

Forms sent to Building Manager for Move Approval/...../ 2010

Concierge:...../...../.....
Name Signature Date



Lobby Inspection Sheet

Common Area Move Inspection	Yes	No	If No, Give Details	Post Inspection (tick off)
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):	