

## Move In/Out Guidelines

Welcome to Claremont by Mirvac, an amazing and enjoyable place to call home. This is an exciting time for all involved and we are all here to help. Our focus is on building an amazing community that benefits all our lives and we ask for open honest communication and respect for the rules that are established for the benefit of everyone living in the scheme. Note that the complex comprises two separate buildings – the Reserve and Grandstand.

- Bookings must be made at least 3 business days in advance of the required date and time (not including weekends or public holidays)
- Moving In/Out is only allowed on weekdays and Saturdays 9am to 1pm unless special arrangements are made; no moves are allowed on Sundays or Public Holidays or outside these times.
- Moving can only commence after the induction has been arranged with the Building Manager. The Building Manager will assist movers with information and the lift key.
- Only one lot will be permitted to Move-In or out of each building at any one time, therefore, the booking schedule operates on a first come first served basis (this is due to lift restrictions).
- Moves can continue after 1pm as long as the induction with the Building Manager has been held but must be completed by 3pm.

Please complete the below Move-In/Out booking details and ensure the form is signed. Once B Strata have received the completed form, your Move-In/Out request will be confirmed, and an induction with the Building Manager will be arranged.

### RESIDENT DETAILS

Are you an Owner or Tenant (Please Circle)

Move In or Out (Please Circle)

Name/s:

Appt/Lot No:

Mobile No/s:

Reserve or Grandstand (Please Circle)

Email/s:

Removalist Company:

Driver Mobile No:

Property Management Company:

Name and contact number:

Do you require a lift key: Yes / No (Please Circle)

<b>BOOKING PREFERENCE:</b>	
Preferred Date of Booking:	
Start Time (Anticipated)	
<input type="checkbox"/>	Nominate time between 9am and 1pm
<input type="checkbox"/>	Extension required?
I/We agree to be bound by the booking form and by-laws and accept any additional charges resulting from damage or call-outs:	
<p>_____ &amp; _____</p> <p>Signature Lot Owner/Resident &amp; Property Manager (If Tenanted)</p>	

BUILDING MANAGEMENT USE ONLY	
Date Submitted:	Date Access Arrangements Emailed to Resident:
Inspection Time/Date (After Move-In):	
Any Damage (Details):	
Area Left Clean and Tidy (Details):	
Building Managers Signature:	Date:

### Move In / Out Guidelines

A proprietor occupier, or other resident of a lot shall not transport any furniture or large object through or upon common property within the building unless they have first given the Strata Manager at B Strata sufficient notice of their intention to do so to enable the Building Manager to be present at the time.

A proprietor, occupier or other resident intending to move to or from a lot or through or on common property must not:

- a) Do so without notifying the Strata Manager at B Strata at least 3 business days prior to the proposed move, giving details of what will be delivered, when and how it will be delivered and how long the delivery will take;
- b) Do so on a day or time other than between 9am and 1pm on Monday to Saturday, unless approved by the Strata Manager;
- c) Permit any carriers or tradespeople to commence operations prior to them making contact upon arrival with the Building Manager;
- d) Permit any vehicles to restrict access to the car park;
- e) Conduct operations so as to unduly restrict access of other residents to the lifts or lobbies or restrict access to fire escapes;
- f) Place any furniture or items in a lift other than that specified by the Strata Manager and, in any event, not until protective covers have been placed in the lift by the Building Manager;
- g) Prop open any door (including lift doors), which may cause damage and breach security measures\*
- h) Permit any furniture or other items to come into contact in any way with the lift doors, including static contact or leaning or stacking against the door\*\*, and
- i) Damage the common property

\* Propping glass entry doors open will activate an alarm - a member of the moving party needs to "man" the door at all times to ensure security is maintained

\*\* Propping lift doors open will activate an alarm; the lift will shut down if the door sensors detect a blockage.

Furniture and other items can be loaded either via B1 or the lobby nearest the nominated lift. Access to B1 is limited to cars and UTEs due to height restrictions; trucks must use street parking bays. Loading through the lobbies is only allowed with the supervision of the Building Manager.

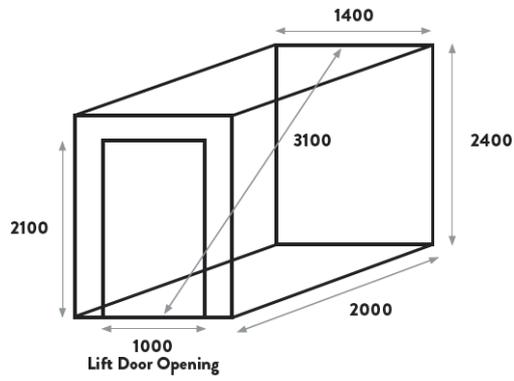
*The car bays located on Kyle Way and Graylands Road are public car bays owned by the Town. If a vehicle using a public car bay is needing to either overstay the 2hour timed parking restrictions or if a vehicle is occupying more than one car bay, a work zone permit is required. The fee for a car bay is \$50 per bay per day. Should you have any queries please contact the Town on 08 9285 4300. NB This does not reserve you a carbay.*

*The work zone permit application form is available on the Town website -*

*<https://www.claremont.wa.gov.au/Services/Rangers-and-Community-Safety/Parking-and-Vehicle-Management>.*

A proprietor, occupier or other resident moving any furniture, large object or deliveries to or from a lot, or through, or on common property, will be liable to the Strata Company for any damage caused to the property in doing so. If any amount for repairs to damage, to be paid by an occupier or resident moving in or out is not paid within 14 days of the date of moving (and that occupier or resident is not the proprietor of the lot), then the Strata Company may cover the amount owed from the proprietor of the lot.

Approximate lift dimensions are outlined below:



Lift Locations:

