



Valentinos Apartments SP61092

MOVING INSTRUCTIONS

BOOKINGS

To preserve the condition of the building and to ensure the lift is available, residents moving furniture or large items into or out of the building must first book with building management at least 48 hours prior to the move via the building Mybos page - <https://app.mybos.com/community-screen/?building=295> if you do not know your login details please contact us and we will send them to you.

Residents are only permitted to move between 9.00am & 5.00pm, Monday – Sunday

VEHICLE ACCESS

Items cannot be taken through the main entrance foyer so vehicles can either park in their designated car space in the car park or in the visitors parking spaces.

ON THE DAY

Residents must first report to Building Management prior to their move and pay a \$200 **cash** security bond. Building Management will arrange for the lift covers to be installed. **All moving conditions must be complied with.**

Once the move is finished, please remember to notify Building Management that you have finished the move so that they can inspect the common areas and the bond can be refunded.

MOVING CONDITIONS

1. Residents or removalists will not be permitted to move items unless the \$200 cash bond has been paid.
2. Moving is only permitted between 9.00am to 5.00pm.
3. Lift covers must be used at all times.
4. Building management must be notified if you need additional time to move.
5. Common property (particularly residential hallways and lifts) must be clean at all times. Mess created as a result of the move must be cleaned up immediately (as you go) with a final clean completed at the end of each day so that common property areas are back to their original presentation. The area must be vacuumed. This includes the car park area, lifts and residential hallways.
6. All care must be taken to prevent damage to common property at all times, any damage that does occur must be reported to building management and repaired promptly at the owners' expense.

Building Management

management@valentinosapartments.com.au

02 7208 8886