



NOTE: You must make contact with the Building Manager/On Duty Concierge prior to commencing your move in or out of the building.

Moving Booking Form

Updated Information Required- Please Leave at Concierge Desk

Requested Date of Move _____ Lease Period _____ Apartment Number: _____

Resident(s) Name(s) _____

Resident Contact Email(s) _____

Mobile(s) _____ Telephone _____

Number of Occupants _____ Owner or Tenant _____ Pets - Please request a pet application form.

Car Model, Make, _____

Registration _____

Real Estate Agent _____ Agent Contact Number _____

Security Swipe Number _____ Carpark Remote Number _____

(Requested time of MOVE)

09:30hrs -
12:30hrs

13:00hrs-
17:00hrs

Type of Move

IN

OUT

Size of Load _____

Removalists Company Name _____ Contact Name & Number _____

Special Notes

Furniture or goods on trolleys must not be brought through the entrance foyers without authorisation from the Building Manager

Residents **MUST** contact the Building Manager or Concierge upon arrival to carry out a common area inspection Building Manager MB 0459 026 158/Concierge MB 0481 127 151. Should any damage be caused, costs will be retrieved from the residents. Only Lift 1 is to exclusively be used for moving in or out of the building.

All excess rubbish /packaging from relocations must be removed from garbage or common areas on each floor by the resident or relocations team.

Residents/Removalists who arrive without a confirmed booking will be refused access

The lift will be for exclusive service for a period of 4 hours only. If additional time is required, a time extension must be obtained in advance.

OFFICE USE ONLY

Concierge /Building Manager	Date:	Signed:
Removalist Company	Public Liability Received;	Yes / No / On File
Resident Data Info Complete	Date:	Signed:
Actioned:	BM:	Date: