



WALSH BAY – PARBURY APARTMENTS

Resident Apartment Moves and Large Deliveries

Dear Owners/Tenants and Managing Agents

The following procedures apply to resident moves and deliveries at The Parbury.

If you have a Managing Agent for the Property, please ensure that they are informed of The Parbury procedures, to avoid possible inconvenience to Tenants.

New Residents and all persons that are moving in/out or expecting a large delivery **MUST** complete our Apartment Key Access Form. Our Concierge Department will provide you with the necessary Forms.

Please note: No moves or deliveries will be permitted unless approved by the Building Manager.

TIMES

Moves and large deliveries are strictly between the hours of 9.00am – 4.00pm Monday to Friday, excluding Public Holidays. Removals are limited to one per day, due to limited loading/parking facilities.

SECURITY BOND

Residents will need to make a lift booking for single large items, or small items resulting in more than one lift load. A refundable Security bond of \$1000.00 payable by cheque, is to be lodged with the Building Manager **with the cheque being made payable to Strata Plan 70153** (at least 48 hours in advance of the move). Alternatively use our recommended removalists, **Yellow Express** (Ph: 1300 YELLOW) and don't have to worry about move bond and it is taken care by them.

DELIVERIES

Besides all moves, deliveries of large items must be approved. The definition of a large delivery is an item such as a fridge, lounge, or any items that require two persons or a trolley for transportation. No such items will be permitted through the Main Lobby. All of these deliveries must proceed through the Car park Entry Gate.

COMMON PROPERTY INSPECTION

Prior to any move/delivery, you must call the Building Manager on **0438 387 898**. The Building Manager and the Resident or their Representative must fill in a Common Area Inspection Sheet. This 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 fourth column of the Common Area Inspection Sheet is to be completed by the Building Management and the moving Resident or their representative, to determine if any new damage has been sustained during the move.

REQUEST FORMS

The Request form must be fully completed and submitted for approval at least 48 hours prior to the requested date.

Regards

Your Executive Committee