



TOWNS PLACE

Resident Apartment Moves and Large Deliveries

Dear Owners/Tenants and Managing Agents

The following procedures apply to resident moves and deliveries at Towns Place. If you have a Managing Agent for the Property, please ensure that they are informed of Towns Place procedures, to avoid possible inconvenience to Tenants. New Residents and all persons that are moving in or out **MUST** contact the Building Manager.

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 per lobby, due to limited space at each lobby entrance.

SECURITY BOND AND LIFT CURTAINS

When moving in or out, a refundable Security bond of \$1000.00 payable by Bank Cheque, is to be lodged with the Building Manager **with the cheque made payable to Strata Plan 76902** (at least 48 hours in advance of the move). Lift curtains will also be installed for the protection of the lift interior.

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 requires two persons or a trolley for transportation.

Prior to any move/delivery, the Building Manager with the resident will carry out an inspection of the Common area. This inspection is to record the condition of the common property and to determine if any new damage has been sustained during the move.

Regards

Your Executive Committee