



FURNITURE MOVEMENT REQUEST

PLEASE PLACE COMPLETED FORM IN BODY CORPORATE LETTER BOX ON LEVEL 1, OR FAX TO: 03 9510 4580

DATE _____
APPLICANT _____
APARTMENT _____
PHONE _____
DATE OF MOVE _____
START TIME OF MOVE _____
MOVING COMPANY _____
ADDRESS _____
OFFICE CONTACT _____
PHONE NUMBER _____
INSURANCE COMPANY _____
INSURANCE POLICY No. _____

MOVING COMPANY - Vehicle 1

VEHICLE HEIGHT (Metres) _____
DRIVER NAME _____
ASSISTANT 1 _____
ASSISTANT 2 _____
PHONE _____
ENTRY DATE _____

MOVING COMPANY - Vehicle 2

VEHICLE HEIGHT (Metres) _____
DRIVER NAME _____
ASSISTANT 1 _____
ASSISTANT 2 _____
PHONE _____
ENTRY DATE _____

FURNITURE MOVEMENT (BODY CORPORATE) RULES SUMMARY

- 1 Advise the Facility Manager, not less than 48 hrs prior to your move.
- 2 Move furniture within designated times to avoid a moving fee. These times are:
MONDAY - FRIDAY 9:00am - 4:00pm
- 3 Moves on Saturdays will incur a \$100 fee within specified times, and \$50 /hr thereafter.
SATURDAY 8:00am - 1:00pm
- 4 Other days and times when movement of furniture or large items will not be possible:
SUNDAYS & PUBLIC HOLIDAYS **NO MOVEMENT PERMITTED**

PLEASE REFER TO PRIMARY DOCUMENT - LEVEL (1) OFFICE

- 1 Large items must not be moved through the front entrance.
- 2 Access to the loading dock is via 582 Queens Lane.
- 3 Bookings must be made 48 hours prior to moving, to ensure lift access is available.
- 4 Residents must confirm a time with Carrier to avoid conflict with other scheduled moves.
- 5 Residents must ensure that their contractors load and unload through the L1 loading dock.

NOTE: IF THE SELECTED MOVING COMPANY DOES NOT HAVE DAMAGE INSURANCE, A SEPARATE DEPOSIT OF \$100 IS REQUIRED FROM THE RESIDENT ON APPLICATION.

REFUND WILL BE SUBJECT TO THERE BEING NO DAMAGE TO BUILDING SURFACE FINISHES FOLLOWING THE MOVE.