



Aurora Apartments 582 St Kilda Road, Melbourne, 3004

Tel/Fax: (03) 9510 4580 Mob: 0425 765 022

FURNITURE MOVEMENT REQUEST & RULES

PLEASE SUBMIT COMPLETED REQUEST FORM TO CONCIERGE OFFICE OR PLACE IN BODY CORPORATE MAIL BOX IF OFFICE IS UNATTENDED.

Date of Application:		Apartment Number:	
Applicant Name:(s)			
Contact Tel No. (s)		Mobile Phone No.	
Date of Move:		Time of Move:	

Brief description of goods:

Please Note: a time must be nominated in either an a.m. or p.m. timeslot or at a time closest to actual delivery time, so as to avoid any conflicts with other furniture movements and deliveries for that day. Please enquire with your removalist Company, prior to submitting your request. Should you have any difficulty in obtaining an estimated delivery time, please see Concierge on duty for further advice. Thank you.

Moving / Delivery Company:

Address:

Contact: Phone:

Insurance Company:

Insurance Policy No.

Body Corporate Rules: Should the selected moving / delivery Company not hold Public Liability / Damage Insurance, I understand that I shall be responsible for rectifying any damaged caused during the move and will remunerate the Body Corporate for any damage to Common Property as per the Condition Report.

FURNITURE MOVEMENT (BODY CORPORATE) RULES SUMMARY.

- 1) Please advise Concierge, not less than 48 hours prior to your intended move or delivery.
- 2) All moves and / or deliveries must be within designated times to avoid an additional moving fee. These times are:
 - MONDAY - FRIDAY 9am TO 4pm**
 - *SATURDAY 8am TO 1pm**
 * Saturday moves extending beyond the above designated times will incur an additional fee of \$100.00 per hour thereafter. This fee is payable to the Concierge Office on the day.

NO FURNITURE MOVES ARE PERMITTED ON SUNDAYS OR PUBLIC HOLIDAYS.

- 1) Large items **must not be moved through the front entrance 582 St Kilda Road.**
- 2) Access to the loading bay is via **582 Queens Lane.**

Upon signing of this request document, I acknowledge and understand that I am bound by the Body Corporate Rules.

Signature of Applicant:(s)

Moving Company - Vehicle Details.

Vehicle Height (Metres)	
Vehicle Registration Number	
Driver Name:	
Contact Phone Number.	
Date of Move:	Time of Move:
Signature of Driver:	

Please note a separate Before and After Building Condition Report will be completed by Concierge prior to and after the completion of the move.