TOP OF THE TOWN
227 VICTORIA STREET

Moving In/Out Procedures

This policy sets out guidelines to facilitate resident entry/exit from Top of the Town.

The following aims to minimize disruption to existing residents' day to day use of common property and to avoid any damage to common property and maintain a clean environment.

Residents are to inform Building Management of their intention to move In/Out from Top of the Town in advance, prior to any goods or equipment being moved.

- The goods service lift can be booked from:

- 7:00am till 5:00pm Monday to Friday

- 8:00am till 4:00pm Saturday

- **No moving is permitted on a Sunday or Public Holiday**

- The Owners Corporation require a $500.00 refundable security deposit, Paid in cash or Cheque made payable to Strata Plan SP70059 for the transport of goods across common property prior to the move proceeding.

- Provided no damage is caused to common property the refund will be returned at the completion of the move. An inspection of the common property will be conducted before and after with the removalist company. The responsibility is vested in the resident moving in / out to determine any pre existing damage to common property prior to move.

- Common property areas must be kept clear, clean, and tidy at all times, giving consideration to the safety of persons and / or damage to common property

- To secure your Goods Service lift booking your removalist is required to provide their **PUBLIC & PRODUCTS LIABILITY INSURANCE WITH A MINIMUM $10,000,000 COVER** 48 hours prior to the transport of goods across the common property.

- Failing to supply the requested Insurances Building management & or Concierge will REFUSE ENTRY to the removalist.

- Vehicles for the purpose of delivery or collecting goods, equipment, furniture or products are not deemed to have permission to park on site. The responsibility of parking is vested in the driver of the respected vehicle.

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