

# THE ALEXANDER APARTMENTS

79-81 Berry Street, North Sydney NSW 2060

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## Facilities for Moving Property

To help residents, Alexander Apartments has a loading dock and goods lift assigned for deliveries and moves in or out of the building. Using these facilities means a faster move for you, and less risk of property damage.

## What do I need to do?

### 2+ weeks before

- Check available moving day/times by speaking with the Concierge (in person or call 0424 831 267).
- If using a Removal company – check their team can arrive at a time within a GREEN times below.**
- Dimensions

Maximum height of truck	3.8m
Loading Dock Entry Door	W 130 cm, H 198 cm
Goods Lift Door	W 100 cm, H 205 cm
Goods Lift (Internal)	W 138 cm, H 270 cm & D 138 cm

- The Concierge will check the facilities are free (prior bookings take priority) in the system. Then confirm booking availability to you by email.

### **The maximum time is 2 hours**

Time	8am	9am	10am	11am - 4pm
Monday		Office Works		11am - 4pm
Tuesday		Office Works		11am - 4pm
Wednesday		Office Works		11am - 4pm
Thursday		Office Works		11am - 4pm
Friday		Office Works 9am – 1pm		Buffer 2pm – 4pm
Saturday	8am – 12pm			2pm – 4pm
Sunday			12pm – 4pm	

- No Moves periods** – are during peak traffic within the building by residents, visitors or contractors, when all lifts should be available for use; including the loading dock lift.
- Moving single items** - (e.g. a new washing machine, piece of furniture or carpet delivery) which are a single trip can be arranged with the Concierge a day before.

## 48 hours before moving

- Confirm the date/time** with Concierge (0424 831 267 or in person) at least 48 hours before hand.

Name		Move Date:	
Apartment #		Move Type	IN / Out (circle one)
Best contact ph:		Move Time	From To
<b>Owner moving in</b>	<input type="checkbox"/> Proof of ownership to be attached (e.g. Copy of rates or strata levy notice, or property settlement document in your name)		
<b>Tenant moving in</b>	<input type="checkbox"/> Front pages of lease to be attached (e.g. A photocopy of the first two pages of your lease)		
Resident to sign	_____ <b>By signing this you agree to the terms on this form.</b>		

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## On Moving day - Loading dock & lift access

### Be ready to finish within two hours. (2 hours)

- Moving in?** Contact the Concierge when the Removalist arrives – and the loading dock will be opened. Start getting items moved from the truck onto the dock, and just outside the Goods Lift.
- Moving out?** Make sure everything is packed and ready before hand to be transferred to the lift & loading dock.
- Pack in advance** – All packing should be done beforehand. The lift is not given while you are packing.
- The Goods lift is unlocked – only when you are ready to transfer items to the lift.** The two hours will start from this time.
- Protecting the lift** - The Owner / Resident must ensure the protective floor and lift drapes are arranged in the lift before loading it up. Please note: You must inform your Removalist that if the lift curtains are not attached, the lift will not be released for use. The protective curtains and floor must be removed after the move has been completed.
- Goods, furniture, boxes or items that cannot be carried by hand are **must be moved via the Goods lift.**
- You or the Removalist team **must not block lift doors to load items into the lifts.** Using the Goods lift alleviates the need to do this by staying open to allow loading when the Concierge unlocks it for your exclusive use.

## Post-move checks – Concierge to ensure these steps are done

### All moves –

- Once completed – the lift protection is taken out of the lift.
- The lift is clear of any rubbish and not damaged
- Lift is returned to normal service for all residents.

### If Resident is moving in –

- Get the new Resident (including new Owner) to fill in the **Resident Registration (Form 1)**
- Enter the details into the system

### If Resident is vacating –

- Apartment is empty of any items or rubbish
- No items are dumped or left in the loading dock or the apartment floor garbage room
- Any parking space or storage cage with the apartment is also cleared out.
- Security FOB returned and swiped at the Concierge office door. Time: \_\_\_\_\_

**Checks done** – Concierge signature: \_\_\_\_\_ Date/ Time: \_\_\_\_\_

- Concierge updates BuildingLink** – add or remove that person's details as required for the apartment.