



MOVING IN / OUT BOOKING FORM

PLEASE COMPLETE IN **BLOCK LETTERS** AND RETURN TO:
EMAIL: STRATA@PRECISE.PROPERTY | POST: 48/117 OLD PITTWATER RD, BROOKVALE 2100

Name of person submitting this request: _____

I am the property: Owner Tenant Other _____

Property Address: _____

Unit Number: _____ Strata Plan Number (if known): _____

Applicant Contact Number: _____

Applicant Email: _____

DETAILS OF YOUR MOVE

I am moving (please select): Moving **IN** Moving **OUT**

Date of move: _____ Time of move: _____

REMOVALIST COMPANY DETAILS

Removalist Company Name: _____

Removalist Contact Number: _____ Email: _____

Removalist Insurance Company: _____ Policy Number: _____

Conditions, Acknowledgement and Sign-Off

A minimum of 72 hours' written notice must be given and approved prior to any move-in or move-out activities.

Moving is only permitted from Monday to Saturday between 7AM - 9PM. For moving activities outside of these hours, prior arrangements must be made with Building Management, Strata Committee or Strata Manager.

The engaged removalist company must provide their relevant insurance documentation to the Building Management, Strata Committee, or Strata Manager.

Only one lift is allowed for use during the move. If there is only one lift servicing the building, exclusive use is not provided. However, the lift will be assigned to the resident to avoid misuse of timing mechanisms.

Lifts are NOT to be used for furniture removal unless the protective curtains have been put in place. Items should never be placed on lift door tracks to keep the doors open, as this may cause door misalignment or lift malfunction.

Ensure no access ways are blocked, and no items are left leaning against any walls, especially within the lobby and common areas.



Residents/Tenants must be present for the removalists' arrival and guide them to the designated parking area to minimise disruptions. If unsure of parking areas, contact the Building Management, Strata Committee, or Strata Manager for guidance as there may be designated loading zones.

All excess waste, unwanted household items, and cardboard boxes must be removed from common areas by the resident/tenant.

Be considerate of your neighbours during the move, allowing unimpeded access to and from the lift, lobby, and adjacent hallways for other residents.

Residents/Tenants are liable for any damage to common areas, including lifts, whether caused personally or by privately contracted removalists.

After the move, residents must notify the Management Office/Strata Manager for a final inspection to ensure no damages occurred. Any costs for damage rectifications or restorations will be the responsibility of the resident/tenant.

A refundable bond of \$500 along with a non-refundable processing fee of \$45 (move in/out fee) are applicable.

I/we acknowledge that I have read/understand the terms and conditions of the Move in/ Move Out procedure and the By-Laws of the Strata Scheme and will comply with the conditions imposed.

Signed: _____

Name: _____

Date: _____