

## **MOVE-IN & MOVE-OUT**

### **NOTIFICATION TO THE BUILDING MANAGER:**

Residents Registration Form must be emailed to the building manager at least 3 working days prior to the resident moving in. Residents will be given access via MyBos (building management software) to book in their “move in”.

### **TRUCK PARKING:**

Please note that Leah does NOT have a dedicated loading dock for removalist truck parking. Residents have to use street parking. Building Management cannot reserve parking on the street. It is the responsibility of the resident to organise the same.

**PARKING AT THE CAR PARK RAMP ENTRY IS NOT ALLOWED AS THIS CAUSES A HAZARD FOR BOTH RESIDENTS AND REMOVALISTS.**

### **CAR PARK/RAMP HEIGHT RESTRICTION**

Leah has a height restriction of 2.2 meters in car park area. Any vehicle that is higher than 2.2 meters needs to be parked on the street.

### **LIFT USAGE AND SIZE:**

Lift Internal Car 1400mm (W) x 2100mm (D) and 2190 (H).

Lift Door Entry 900mm (W) x 2100mm (H)

Please note that residents moving in and out of the building, need to share the lift with other residents who are living in the building.

Please **DO NOT BLOCK** or **HOLD** the lift for extended period of time as this will cause inconvenience to other residents and burn out the motor – which would be at your expense for repair/replacement of motor.

Take additional care of walls, lights and mirrors in the lift. Any cost that is associated with the repairs of these damages will be responsibility of the resident moving in/out.

Ideal times for move-in/out 10 am to 2pm as the traffic/movement will be minimal.

### **COMMON AREAS:**

Please take additional precaution/care of common area walls, doors, lights and other fixtures. Any damage caused during move-in/out will be the responsibility of the tenant/owner.