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visionbm.com.au

## **MOVE IN / MOVE OUT, FURNITURE & APPLIANCE DELIVERIES**

*Dear Resident,*

*We welcome you to Revolution and the following is a guide to assist with your smooth move in /out and/or major delivery of household items to your apartment.*

*It is important to book to ensure a parking spot for your removalist, availability of the lift and that the lift wall protection is installed.*

*You will need to complete your move in /out or major delivery of household items during one of the time slots below;*

***Monday to Friday (excluding Public Holidays)  
Timeslot: 9.00am to 12.00 noon or 12 noon to 3.00pm.***

*Note!! Sunday - No Move-in, Move-out, Furniture & Appliance deliveries are permitted.*

### **TO BOOK YOU WILL NEED TO;**

*To have complete and return the Resident Registration, Pet Registration Form (if applicable) and the Move-in, Move-out, Furniture & Appliance deliveries request section below;*

*Note! If you are a tenant we will need a copy of the front page of your lease or formal notification from the owner or property manager.*

### **WHAT TO DO ON THE DAY YOU ARE MOVING**

*Note! Removalist trucks parking at Revolution need to do so in a safe and courteous manner. Please do not block other traffic or pedestrian access and ensure that they do it in a way that can damage the property.*

*Note! No removalist trucks are permitted into the basement car-park areas*

*Note! All Removalist packaging and waste materials must be removed by the Removalist or yourself*

*Note! You should carry out a 'path of travel inspection' before and after your Removalist commences moving you in or out (we recommend you do this with your Removalist). Please notify us immediately if you find damage on your path of travel.*

*Note! Doors can be carefully wedge open to give clear access which when you are finished please ensure the wedge is removed.*

*Note! Do not prop open or hold open any lift doors during your move.*

*Note! Lift doors may only be held open by using the lift door open button. When the lift alarm sounds you must let the doors close or you risk damage to the lift and this could prove very expensive for you.*

*Our hours of operation for site Monday to Friday 7.00am to 4.00pm (excluding Public Holidays). Our office is located in the complexes retail area on the corner of Illawarra Road and Byrnes Street. Please call if you have difficulty locating us.*

*Please call us on the Revolution dedicated site mobile: 0428 609 168 at least two days before your move and will explain the process to you need to follow with your removalists on the day.*

<b>MOVE IN / MOVE OUT OR MAJOR DELIVERY REQUEST</b>		
Apartment Number		
Contact Name:		
Best daytime phone number and / or mobile phone number		
Date		
1st Timeslot Option Requested <i>(Please circle the day)</i>	MON / TUE / WED / THUR / FRI	9.00am to 12.00 noon
2nd Timeslot Option Requested <i>(Please circle the day)</i>	MON / TUE / WED / THUR / FRI	12.00 noon to 3.00pm