

WEST VILLAGE

BRISBANE

MOVE IN / MOVE OUT FORM

Use of the loading dock for deliveries and/or removals must be booked in with LivKey in advance. Please complete this form and return to your Building Manager, the LivKey office, or email to book in your move-in or move-out.

Resident Name:	<input type="text"/>		
Building Name:	<input type="text"/>	CTS:	<input type="text"/>
Apartment Number:	<input type="text"/>	Owner	<input type="checkbox"/> Tenant <input type="checkbox"/>
Contact Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Moving Date:	<input type="text"/>	Moving Time:	<input type="text"/>
Moving Company:	<input type="text"/>		
Moving Contact:	<input type="text"/>		

- Residents and/or their contractors who arrive without a prior booking may be denied access.
- Deliveries/move-ins may only occur within the allocated time slots on Monday to Saturday. Deliveries and removals must not occur outside these times, or on public holidays.
- The resident must ensure that the removalist holds public liability and workers compensation insurance.
- All furniture/boxes or any bulky items are to be transported through the Loading Dock only and via the allocated lift. Strictly no furniture or bulky items to be moved through the front entry lobbies.
- Items should not be dragged or pushed across the foyer. The resident will be held responsible for any damages caused during move-in/move-out either by the contractor or by themselves.
- Items must not block entry or exit pathways at any time.
- Following the move, no rubbish, paper, boxes or bottles are to be left in the corridors, fire stairs or on the floors of the garbage chute rooms. Failure to remove and/or dispose of excess rubbish and packaging may result in cleaning fees being charged to the resident.
- All large packing boxes must be taken away by the removalist. Recycling bins specific to cardboard and plastic are located in the Loading Dock area.
- Any construction type waste or materials is also the contractor's responsibility to remove from the building, in the contractors own containers.
- Residents will be held liable if their delivery company / removalists cause any damage to common area or any part of the building and refuse to accept responsibility.
- The directions of LivKey Property must be followed at all times.

I hereby declare that I understand and agree to the above conditions. I understand the information I have provided on this form may be stored and accessed by the LivKey Operational Team.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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