

Moving into & out of Nord apartments

These rules seek to protect the appearance of the common areas of the Nord Apartments and minimize any damage that may be caused by residents moving into or out of an apartment within the Nord Building.

Furthermore, the rules seek to ensure that moves into or out of the building are properly coordinated and to minimize the disruption to other residents within the building.

These rules may be amended by the Lifestyle Manager from time to time, without notice.

ALL RESIDENTS must adhere to these rules, failure to do so may result in a fine or loss of bond.

A Bond of \$250.00 is required from all residents prior to moving into the building. The Bond will be returned to the resident when the resident's tenancy within the building has ceased and only upon the Lifestyle Manager being satisfied that the move in/move out has not resulted in any damage to the building, its hallways or lift (including dents and scratches). The resident is not permitted to leave behind any large furniture items and must make their own arrangements for disposal of such goods.

DEFINITIONS:

Car Park Roller Door – 5.5m wide and 2.1m high. All vehicles must be no more than 2.1 metres high.

A **Delivery** of goods is deemed to be one-off in nature, where the delivery is of one or two items. The delivered goods are to be transferred, under the supervision of an occupier or a designated person, through the basement. Protective measures may be required, please check with the Lifestyle Manager. The occupier is responsible for inward deliveries through the basement.

Distance from basement entry gate to lifts needs to be assessed when moving goods to ensure parties understand distances required to move items and safe paths of travel.

Distance from Basement Entry Gate Little George Street to passenger lift: 30 metres

Indemnity form This form shall protect and identify parties when damage occurs in common property during a move. The Owners Corporation reserves the right to recover costs of repairs.

A **Move** is deemed to be where furniture or boxes are transferred to or from a place of occupancy. Controlled access and protective measures are required to protect common property against damage and unauthorised entry. All goods shall enter and exit the building via the basement, & or service corridor and designated lift.

Lift Dimensions need to be assessed when moving goods to ensure they will be able to be moved with no damage to the lift. Dimensions of lifts are below:

Passenger Lift	
Door opening	1000mm wide x 2100mm high
Internal Height	2300mm
Internal Width	1450mm
Internal Depth	2000mm

Little George Street Vehicle Access: Any vehicle and or delivery must enter the property via the resident car park entry on Little George Street, North Melbourne. Path of Travel to unloading zone is as directed by the Lifestyle Manager or nominated representative. Path of travel advisements must be adhered to at all times. Note: Little George Street is a two-way street from Villiers Street to Harcourt St and is only 3m wide. There are no loading bays or car parking spaces within the street.

Moving Hours Moves and/or deliveries are permitted **Monday – Friday 8am – 4pm** as specified by the Lifestyle Manager. Please contact the Lifestyle Manager to arrange your move and delivery booking.

Path of travel is a designated path allowing for the orderly and efficient transfer of goods through the building. The Lifestyle Manager shall demonstrate the path of travel through the basement to or from the place of occupancy to those parties involved. No large deliveries are to be made via the building foyer without the written permission of the Lifestyle Manager.

A **Risk Assessment** for moves is the occupier or their nominated party ensuring that their methods for moving are safe.

Security The building is fitted with security cameras throughout and the Lifestyle Manager may review footage of moves into and out of the building to ensure that the move has occurred in accordance with these rules and to identify any damage that a move may have caused.

Storage Cage Facilities assigned to private lots are deemed to be an extension of that lot and therefore private property. Security of goods within these storage areas is the sole responsibility of the owner or occupier.

Shared Pedestrian Areas are areas where both pedestrian access and vehicle access co-exist. It is highly important for all parties to be aware of and be safe when using these areas to avoid injury.

MOVING RULES

All moves into and out of the building **must** adhere to these rules.

All Moves shall enter the building via the basement entrance off Little George Street, North Melbourne

All moves must be between Monday – Friday 8am – 4pm or as specified by the Lifestyle Manager. Please contact the Lifestyle Manager to arrange your move and delivery booking.

Deliveries and/or Moves may be approved during the initial 3-month settlement period on Saturdays between **8.00.am-4.00pm** to help facilitate additional Moves and/or Deliveries. Prior arrangement and approval from the Lifestyle Manager is required prior to commencement.

Moves shall not be permitted unless the Lifestyle Manager has confirmed a booking.

Moves are not permitted on Saturday, Sundays or public holidays at any time unless agreed with the Lifestyle Manager and/or Owners Corporation.

All moves must be booked and confirmed via the online building portal OR with the assistance of the Lifestyle Manager **prior** to any moves into and out of the building. It is advisable to book in advance and consider allowing at least 2 business days.

The Lifestyle Manager reserves the right to stop any person from moving into or out of the building where prior arrangements have not been made.

The Landlord of a tenanted apartment, and/or their representatives must ensure that their tenant is aware of, and adheres to, these rules. The Lifestyle Manager will not be held accountable if a tenant is prevented from moving into the building due to prior arrangements not being made.

Prior to Move in/Move-Out:

1. Contact the Lifestyle Manager or login to the online building portal to book a time for your move. The Lifestyle Manager can be contacted on; **Mobile: 0429 800 328** or nordlifestyle@oliverhume.com.au.
2. The Nord Lifestyle Manager will confirm the day and time of your move in or move out. The Nord Lifestyle Manager will limit the number of move-ins/move-outs for each day so as not to cause a nuisance to other residents.
3. **Moves shall not be permitted unless the Lifestyle Manager has confirmed a booking.** It is recommended that you book your move well in advance to ensure you receive your preferred day.
4. Complete and submit to the Lifestyle Manager prior to the day of the move the following information:
 - a. a copy of the removalist's Public Liability Insurance Policy. The apartment occupier (owner, tenant/landlord) is responsible for the acts of the removalist. Occupiers are encouraged to provide the removalist with the Manager's details for consultation on building specific requirements.

This is a Public Liability risk issue - insurance protects all parties.

- b. a completed and signed Indemnity Form together with \$250 Damage Deposit. The deposit will be returned upon the Lifestyle Manager inspecting the condition of the building, the common areas and the refuse area to ensure there is no damage or unreasonable amounts of rubbish.

5. Owners of Investment Properties must ensure that their managing agent is fully aware of the Nord Move-in Move-out Procedures and ensure that they are provided to all tenants and facilitate initial contact with the Lifestyle Manager.

During Move-in/ Move-out

1. The Lifestyle Manager or their representative shall explain access details and arrange to meet all parties at the building point of access.
2. **Moving vehicles cannot park in Little George Street, North Melbourne**
3. All deliveries and/or Moves shall enter the building via the basement entrance off Little George Street, North Melbourne.
4. Vehicles must not obstruct the car park entry and must be parked in an approved areas; the Lifestyle Manager maybe able to assist in this matter.
5. The occupier must arrange for someone to be present at the car park entry AT ALL TIMES to ensure that the security of the basement car park is maintained. Access must only be via the security swipe card/fob and the roller door cannot be propped open during the move.
6. All goods are to be moved via the basement. FURNITURE MAY ONLY BE MOVED INTO A LIFT WHEN THE PROTECTIVE COVERS ARE FITTED.
7. The Lifestyle Manager will arrange to place Lift Protection Curtains within the lift car prior to you commencing your move into or out of the building.
8. To facilitate loading and unloading of the furniture etc. to and from the lifts, the Lifestyle Manager shall lock out one lift for use of the move.
9. Furniture or goods on trolleys MUST NOT BE BROUGHT THROUGH THE FOYER.
10. Furniture or goods must not be stacked or placed against the lift doors, or common area walls.
11. Items are to be unloaded and stacked as directed by the Lifestyle Manager and then, once available, moved to the advised lift for delivery to the apartment.
12. The occupant is responsible for the removal of any waste resulting from the move, e.g., cardboard boxes etc. Please encourage your Removalist to take cardboard boxes and packaging away with them. Due to the amount of waste generated from a move, the occupier shall be responsible for the correct disposal of such waste. Any cleaning or removal costs burdened by the Owners Corporation for removal of such waste will be recovered from the lot owner.
13. No large waste items, e.g., disused furniture can be placed in the refuse area.

Move Conclusion

14. At the conclusion of a move, the person responsible must ensure that the common area used is left in a clean and tidy state. This includes the path of travel to and from the apartment used to move goods in and out. If necessary vacuuming of the common corridor, lift etc must be arranged.
15. The responsible party must advise the Lifestyle Manager that they have completed their move and arrange for the Lifestyle Manager to inspect the common areas of the building, remove the Lift Protection Curtains and to unlock the lift.
16. Once the Lifestyle Manager is satisfied that the move has been undertaken without any damage to the building and no substantial rubbish has been left behind the Move-in/Move-Out Deposit will be returned.
17. Should the Lifestyle Manager identify damage or substantial rubbish the deposit shall be forfeited and used to address the matter.

The Owners Corporation may take appropriate action against any identified party in breach of these guidelines.