

Tattoo Apartments – Moving Guidelines

In ensure that the common areas and building are protected from damage during the moving process, the Body Corporate has developed this moving in procedure for residents/tenants/apartment owners and their moving company. This is designed to protect the interest of all Tattoo residents, tenants and apartment owners.

Moving in/out Rules

1. We recommend that you engage a moving company that holds appropriate insurance that will cover them (and you) in the event that their staff are responsible for causing damage to any part of the common areas and building.
2. Arrive 15 minutes early as an inspection of the common areas will be undertaken before any move commences. This will need to involve the moving company and a representative from the Body Corporate. We suggest that the residents/tenants and or apartment owners/property managers be present as well. We recommend taking photos of the area before the move begins.
3. When the movers have finished they must re-inspect the common areas to ensure that no damage has occurred. The agreement will be signed and, provided there is no damage, no further action will be taken.
4. If damage had occurred, the liability in the first instance is with the residents/tenants/apartment owners, hence it is important that you have followed '1' above.
5. Moving Trucks are to be parked in the loading zone accessed on Wigan Street.

Moving Checklist

1. Inform the Body Corporate and book in a moving time so that there are not multiple people moving in at the same exact time.
2. Meet the Body Corporate representative 15 minutes before move in at the entrance on Wigan Street and conduct the pre-move inspection.
3. Advise the Body Corporate representative when the move is complete.
4. Undertake post-move inspection with the Body Corporate representative.
5. Ensure you adhere to the organised time.
6. Report any damage.

The building door dimensions are: Height 219cm Width 96cm

The apartment door dimensions are: Height 204cm Width 100cm

Guidelines

- 1: Register your move with the Body Corporate managers at least three days prior. Ensure that you provide them with your apartment number and contact details.
- 2: Do not dispose of household items, surplus furniture or cardboard boxes in the bins provided for the apartment building. You must arrange to dispose of such items.
- 3: Do not disturb other residents of the building, moving times are preferred between 10am and 4pm week days and 9am and 6pm on weekends and public holidays.
- 4: Access for moving is via the Wigan Street entrance only and NO items are to be moved into or out of the building via the Abel Smith Street entrance.
- 5: Ensure that you have briefed your movers on these guidelines (we recommend you supply them with a copy) and that they have agreed to abide by them.
- 6: Ensure that you have insurance that covers damage caused while moving.
- 7: If you are a tenant, ensure that the Owner of your apartment or their representative is aware of the common area inspection and that if any damage occurs they will be notified.
- 8: After the move an inspection will be carried out to document any damage to the common area. The cost of any repairs to the common area will be billed to the person moving. Any mess or rubbish left in the common area must be cleaned.
- 9: Do not lean anything on any walls or against any doors or leave anything unattended in the common area.