



STRATA PLAN 98777

(Building A) 61 Atchison Street, Crows Nest 2065

(Building B) 78A Albany Street, Crows Nest 2065

P: (02) 7255 5241 (24/7)

E: management@thealbanycrowsnest.au

MOVING INSTRUCTIONS

Residents moving furniture or large items into or out of the building must first book with building management at least **48 business hours** prior to the move to ensure the lift is available, co-ordinate your move with other residents and ensure the lift protection is installed. Priority will be given on a first-in basis and only one move per day is permitted.

MOVING TIMES

Residents are currently permitted to move 5 days a week, except on public holidays as follows:

- **Monday to Friday: 8 am to 5 pm**

MOVING PROCESS

The Albany has one lift at each building allowing one resident to move into the building at one time a day. Moving is only permitted during the designated hours outlined above and only registered resident can book the moving in the building via building link system.

All items must enter the building via the car park entry accessible on Atchison Road. Resident must ensure that the delivery vehicle is safely parked near the lift lobby of each building. Lift covers will be put up before the move commences to prevent damages to the lift car from moving items.

Building A (61 Atchison Road) Moving Process

Residents that reside in Building A can park their vehicles in their private car space on P4 and move their items directly via the lift of the building (assuming their moving vehicle is less than 2.2m in height). See attached map. If your moving vehicle is taller than 2.2m, the vehicle will need to park on Atchison Street, take your items through the main lobby, and then to your apartment via the lift.

The dimensions of the building A lift is:

- Inside Car Height 2400 mm
- Inside Car Width 1400 mm
- Inside Car Depth 1970 mm

Building B (78B Albany Road) Moving Process

Residents that reside in Building B can park their vehicles in their private car space on P4 and move their items directly via the lift of the building (assuming their moving vehicle is less than 2.2m in height).

If your moving vehicle is taller than 2.2m you must park the vehicle in the loading dock at Zig Zang Lane opposite Coles compactor equipment. Bring your items through the fire door and take your items up using the building lift. See attached map.

The dimensions of the building B lift is:

- Inside Car Height 2400 mm
- Inside Car Width 1400 mm
- Inside Car Depth 1970 mm





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BOOKINGS

Residents must book their move **up to 48 business hours** prior to commencement to ensure the lift and loading dock is reserved, lift protection is installed to prevent damage to the lift.

BOOKING PROCEDURE

Residents can make a booking by either emailing management@thealbanycrowsnest.au, or by using the online booking portal accessible via the BuildingLink platform. For security purposes residents must have their details registered with management for a booking to be accepted.

To register your details with management and make a booking using the online system:

1. (New Residents) Notify Building Management of your contact details by completing the 'Resident Registration' form available on the home page of the building's website (www.thealbanycrowsnest.au).
2. Building Management will confirm your details and then send you a login to BuildingLink, the online management system used to manage bookings and run the building, access to BuildingLink is also available via the home page of the building's website.
3. Login to BuildingLink and go to the reservations tab, choose the type of reservation you are wanting to make Lift / Loading Dock. You will be able to see the moving times that are available, make a booking at the applicable time.
4. Management will confirm your booking and the moving process as outlined in this document.

PRIOR TO MOVING

- Residents must arrange payment of a \$200 bond to the Owners Corporation's Trust Account using the following details:
- **Account Name: Strata Sense Pty Limited ITF SP 98777**
BSB: 182-222 **Account Number: 2258 74676**
Description/Reference: Strata Plan, Unit number, Move In / Out (i.e., SP98777 A307 Move In)
- Confirmation of payment must then be provided in a form of receipt to Building Management before the move in date. The receipt can be sent to management@thealbanycrowsnest.au

ON THE DAY – COMMENCING YOUR MOVE

On the day, please contact Building Management on 02 7255 5241 (between 8 am to 11:30 am) who will assist you with parking locations and explain the moving procedure.

Building Management will carry out an inspection of the area after the move to ensure no damage has been made.

Please refer to the below moving conditions that must be adhered to when carrying out your move:





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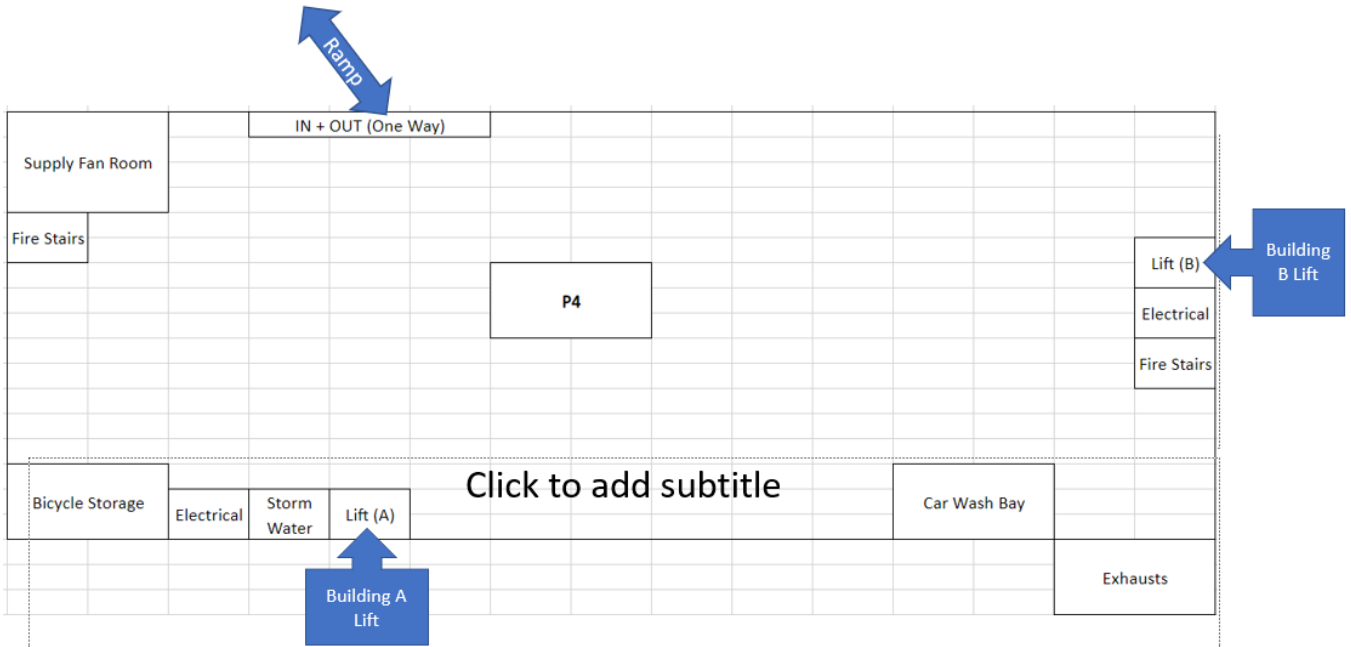
MOVING CONDITIONS & OTHER INFORMATION

- There is a period of 4 hours allowed per move and exclusive use of the lift will be provided (assuming there is more than one lift operating).
- King-sized beds and other large items will not fit in the lift and will need to be transported up the fire stairs. Please check the lift sizes mentioned above.
- Trucks and other vehicles are only able to park in designated areas as outlined above. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times, you are to share the lift with the other residents travelling so ensure to always acknowledge their lift usage.
- Only 1 apartment is permitted to move at a time.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately.
- No mess (dust, dirt, rubbish, surplus furniture or personal effects) is to be left on common property; items must be disposed of properly.
- Any large items to be discarded must be taken down to the bulk waste collection area, please do not leave items around the complex or fill chute rooms.
- Paths of transit such as the lifts, hallways and car park / loading dock must be suitably cleaned post move so that they are clean and tidy, this includes vacuuming the lift and hallway floors.



Map for residents moving via parking level 4, vehicle less than 2.2m in height

P4



Map for residents moving via LG Loading Dock, vehicle more than 2.2m in height

LG Loading Dock

