

## Atria Apartments

12-16 Berry Street, North Sydney  
Sydney Building Management & Projects  
P: 02 7208 8862  
E: management@atrianorthsydney.com.au

# MOVING INSTRUCTIONS

### BOOKINGS

To preserve the condition of the building and to ensure the lift and loading zone is available, residents moving furniture or large items into or out of the building must first book with building management **at least 48 hours** prior to the move via the building Mybos page - <https://app.mybos.com/community-screen/?building=293> if you do not know your login details please contact us and we will send them to you.

Residents are only permitted to move between 9.00am & 5.00pm, Monday - Sunday

### VEHICLE ACCESS

Items cannot be taken through the main entrance foyer so vehicles can either park in their designated car space on B1 & B2 or in the loading area at the rear of the building up against the large windows but not obstructing access to the garage entrance (enter via Doohat Lane).

### ON THE DAY

Residents must first report to building management prior to their move and pay a \$200 **cash** security bond, a lift key is also available for collection to hold open the lift doors (*to use key insert key into independent service barrel, when door is open turn key to on, to shut doors turn key to off*). Building management will arrange for the lift covers to be installed. Please note that building management is only on-site Wednesday between 7am & 11am. If you are moving outside of these times, please organise with management beforehand. **All moving conditions must be complied with.**

Once the move is finished please remember to notify building management that you have finished the move so that they can inspect the common areas, you can return the lift key and the bond can be refunded.

### MOVING CONDITIONS

1. Residents or removalists will not be permitted to move items unless the \$200 cash bond has been paid.
2. Moving is only permitted between 9.00am to 5.00pm and the lift should only be locked off during these times.
3. Lift covers must be used at all times.
4. The lift key must be returned promptly at the end of your allocated moving time and must not be taken off-site. Building management must be notified if you need additional time to move.
5. Common property (particularly residential hallways and lifts) must be clean at all times. Mess created as a result of the move must be cleaned up immediately (as you go) with a final clean completed at the end of each day so that common property areas are back to their original presentation. The area must be vacuumed. This includes the car park area, lifts and residential hallways.
6. All care must be taken to prevent damage to common property at all times, any damage that does occur must be reported to building management and repaired promptly at the owners' expense.

