

MOVING INSTRUCTIONS

Atria Apartments

12-16 Berry Street, North Sydney
Sydney Building Management & Projects
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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

Residents must fill out and provide the Move In Application Form found on the buildings website and make a \$200 bond payment to Strata and provide payment confirmation to building management at the time of booking on MYBOS.

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

Building management will arrange for the lift covers to be installed and a lift key if available will be left in your unit's mailbox should it be requested. Please note that building management is only on-site Wednesdays, generally in the afternoon from 12:30pm. **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 security 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.

