Atria – 12-16 Berry Street, North Sydney

Move In/Out Application Form

Once you have completed the necessary details please send the form to the Building Manager, by emailing management@atrianorthsydney.com.au

IMPORTANT INFORMATION

- This application must be submitted to the Building Manager at least 48 hours prior to the proposed booking time. It is preferrable that at least 5 business days notice be provided.

- Payment of $200.00 bond **MUST** be made in full prior to the commencement of the move in/out.

- A copy of the payment remittance **MUST** be attached to your application.

- Residents are responsible for their removalists. In the event that damage is done to the common property the bond will be held to make good. It is recommended that you obtain a copy of the Public Liability insurance for your removalists in the event of an incident.

- A move in/out may only be scheduled between 9:00am – 5:00pm, Monday to Sunday.

UNIT NUMBER	STREET ADDRESS
	12-16 Berry Street, North Sydney

APPLICATION DETAILS			
Owner or Tenant?		**Moving In or Out?**	
Name:		**Phone:**	
Email Address:		**Date of move:**	
Start time:		**Finish time:**	
Name of Removal Company:		**Contact Number:**	
Name of Agent or Property Manager:		**Contact Number:**	
If using a removalist, have you received a copy of their Public Liability policy?			

BOND PAYMENT DETAILS

(We do not accept cash)

You must attach a copy of your receipt to this application form. The account details for the building are as follows:

Account Name:	Strata Sense Pty Limited ITF SP 86180
Bank:	Macquarie Bank Limited
BSB:	182-222
Account Number:	2722-30780
Description:	(Apt # / Surname / First Name)

ACCOUNT DETAILS FOR BOND REFUND

Account Name:	
BSB:	
Account Number:	

Agreement

I have read and understand the conditions upon moving in/out of the building and confirm that the details provided are true and accurate.

_____

Signature   Date

OFFICE USE ONLY

BOND RELEASE

Common property condition:	❑ SATISFACTORY		❑ UNSATISFACTORY	
If unsatisfactory, please provide details:				
Bond to be released:	❑ YES	❑ NO	**Signature:**	