

## MOVE IN/OUT BOOKING FORM

Erko 70 Macdonald Street, Erskineville

Tax Invoice - ABN 25 244 684 208

UNIT DETAILS (unit to or from which objects are to be moved)	
Name of Owner/Agent:	
APPLICANTS DETAILS	
Name of Applicant:	Unit No:
Phone No (day):	Mobile No:
Email:	Are you (circle one) : Owner:      Tenant:
Removalist Name:	
Removalist Phone Number:	

BOOKING DETAILS	
Date of Move:	Day of Week
Loading Dock required? Yes/No	
Requested Loading Dock Time for Booking (please number time preference in order from 1-3):	
8am-12noon	12noon -4pm
	4pm-8pm

<b>PAYMENT METHOD for \$200 after hours booking fee (weekends or any day from 4pm to 8pm)</b>
<input type="checkbox"/> EFT (Acct Name: Strata Plus ITF SP89914 - BSB: 182-222 - Account #: 2195 11870 Description: Apartment      - After Hours Move)

I/We agree to be bound by this booking form and the by-laws and rules relating to Erko SP89914.

**Signature of Lot Owner/Resident or Authorised Agent:**

**Please print name:**

NB:

This form must be completed and returned to the Building Manager prior to a move. By signing this form you agree to comply with the "Rules" in place and By-Laws for Erko.

**Bookings must be made at least two working days in advance of the required date and time. One 4 hour time slot is allowable for each move. Time extensions will incur a minimum Move Coordinator call out fees of \$200 inc GST.**

Once the booking form is received your move will be confirmed, the closest available time booked and the loading dock, if required, will be allocated for your use during these hours. A confirmation of your booking will be provided by the Building Manager. Standard Building Management Hours are from 8am to 4pm Monday to Friday (excluding public holidays).

**Moves outside of these hours (eg weekends or any day from 4pm to 8pm) will incur a fee of \$200 payable in advance. If additional time is required for the move this may be negotiated in advance for a fee of \$50 per additional hour. Moves will not be permitted after 8pm.**

<b>Building Management Use Only</b>	
Date submitted:	After Hours Payment Received and/or Booking Confirmed: Yes / No
<b>Building Management Use Only</b>	
Inspection Date (after move):	Area left clean and tidy: Yes / No
Building Managers Signature:	Date: