

'Erko' 70 Macdonald Street

Erskineville NSW 2043

Tax Invoice - ABN 25 244 684 208

MOVE IN / OUT BOOKING FORM

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 Apartments.

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 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 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.

When using lifts, be mindful that holding the doors open for an extended period can cause the lift to cease working. Should this happen, the cost of technicians to attend will be forwarded to the person/s moving.

APPLICANT DETAILS	
Name	Unit No
Mobile No	Phone No (day)
Email	Are you Owner <input type="checkbox"/> Tenant <input type="checkbox"/>
Removalist Name	
Removalist Phone Number	

BOOKING DETAILS	
Date of Booking	Day of Week Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> (\$200 charge) Sun <input type="checkbox"/> (\$200 charge)
Requested Loading Dock Time for Booking (please number time in preference order 1-3)	
_____ 8am-12noon	_____ 12noon -4pm _____ 4pm-8pm (\$200 charge)

PAYMENT METHOD for \$200 after hours booking fee (weekends or any day from 4pm to 8pm)
EFT: Acc Name: Strata Plus ITF SP89914 BSB: 182-222 Acc #: 2195 11870 Description: Apartment # - AH Move

I/We agree to be bound by this booking form and by-laws and rules relating to Erko Apartments:

Signature, Lot Owner / Resident _____ Print name _____

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