

LIFT BOOKING FORM

- **To guarantee a lift is available on the day and time required, you must book a lift PRIOR to making any arrangements with a removalist.**
- **Your move in allocation time is NOT confirmed until you receive confirmation from the Building Manager**
- Moves must not commence before **9.00am** and must be completed by **5.00pm**.
- Lifts can be booked in 4 hour blocks so please manage your time well.
- **Weekend bookings are subject to availability.**

Move Type (Please circle)	Moving IN	Moving OUT
Resident/Tenant Name		
Apartment Number		
Day, Date & Time of Move	Day: _____	Date: _____ Preferred Start Time: _____
Your Mobile Phone number		
Your Email Address		
Your Car Registration No.		
Removalist's Details	Name: _____ Truck Size: _____	Contact: _____ Parking Location: _____
Acknowledgment I have read the above information provided by building management and agree to abide by the requirements set out in this document. I acknowledge that I may be liable for any damage to common property caused during my move. I further acknowledge that I may be liable for costs associated with lift shut down due to lift door closure interference. I acknowledge I am responsible for lift keys issued and will accept all costs associated in the event that they are lost or damaged.		
Resident/Tenant Signature	Date: _____	

Office use only

Ground lobby wall condition		
Level lobby wall condition		
Lift Internals/Curtains		
	<u>Resident Sign Below</u>	<u>Building Manager sign Below</u>
Pre -move Inspection (Both Signatures Required)		
Post Move Inspection (Both Signatures required)		