

Circular to Owners and Residents

Move in / out Procedure

To assist residents with moving in and out of Precinct Apartments the following procedure has been implemented.

- Please contact ECM as soon as possible to apply for date of move in/out on **9981 0077** or info@essentialcommunity.com.au
- If you are an owner moving in please ensure you have a copy of your Notice of Acquisition available when booking your move in
- If you are a tenant moving in please ensure you have a copy of your signed Lease Agreement available when booking your move in.
- If you are using a moving company, would you please obtain their public liability insurance details and provide to ECM, this will be required to confirm the move.
- Once the appropriate documentation is provided to ECM, the date for your move in/out will be confirmed via email within 24 hours.
- Upon arrival or departure you will be required to contact the nominated manager on his mobile (Weekends: Jose – 0420 416 666) and (Weekdays: Neil – 0499 778 811) to have the lift locked off, the common area reviewed and all paperwork completed.

The following costs will apply to accommodate your requirement for a move in/out.

- Monday to Friday (9am – 4pm)– **no charge**
- Saturday/Sunday and Public Holiday (9am – 4pm) - \$85.00 paid in advance via invoice issued
- **Moves in and out can only be scheduled between 9am - 12pm and 1pm - 4pm**

It is important that you arrange your move in/out through the appropriate channels to ensure that the lifts are padded and locked for your use and the common property is protected. Unauthorised moves will incur a charge for a Breach of the Owners Corporation Rules and any damage to common property.

We thank you for helping to keep Precinct as a premium apartment complex.

Yours faithfully,
Owners Corporation Committee - Precinct