



Strata Plan 90191
6 Grove St, Dulwich Hill NSW 2203
P: 02 7208 9186
E: management@arlingtongrove.com.au

MOVING INSTRUCTIONS

Residents moving furniture or large items into or out of the building must first book with building management at least **48 business hours** prior to the move to ensure the lift is available, co-ordinate your move with other residents and ensure lift protection is installed. Priority will be given on a first-in basis and one resident is allowed to move into the building at one time a day.

MOVING TIMES

Residents are currently permitted to move 5 days a week, except on public holidays as follows:

- **Monday to Friday:** **07:30 am to 4:00 pm**

MOVING PROCESS

The Arlington Grove Apartments has one lift in each building allowing one resident to move into the building at one time a day. Moving is only permitted during the designated hours outlined above, and only registered resident can book the move in the building via the building link system.

All items must enter the building through the entry foyers. Residents must ensure that the delivery vehicle is safely parked on the street. Parking is available on Grove Street. Lift covers will be put up, and the foyer glass door will be left open before the move commences to prevent damages to the lift car and entry door from moving items.

The dimensions of the lift are:

- Lift Door height 2010 mm
- Lift Door Width 1000 mm
- Inside Car Height 2700 mm
- Inside Car Width 1400 mm
- Inside Car Depth 1850 mm

BOOKINGS

Residents must book their move **up to 48 business hours** prior to commencement to ensure lift protection is installed to prevent damage to the lift.

BOOKING PROCEDURE

Residents can make a booking by either emailing management@arlingtongrove.com.au, or by using the online booking portal accessible via the Building Link platform. For security purposes, residents must have their details registered with management for a booking to be accepted.





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To register your details with management and make a booking using the online system:

1. (New Residents) Notify Building Management of your contact details by completing the 'Resident Registration' form available on the home page of the building's website (www.arlingtongrove.au).
2. Building Management will confirm your details and then send you a login to Building Link, the online management system used to manage bookings and run the building, access to Building Link is also available via the home page of the building's website.
3. Login to Building Link and go to the reservations tab, choose the time of reservation you are wanting to make the lift booking. You will be able to see the moving times that are available, make a booking at the applicable time.
4. Management will confirm your booking and the moving process as outlined in this document.

PRIOR TO MOVING

- Residents must arrange payment of a \$400 bond to the Owners Corporation's Trust Account using the following details:
 - **Account Name: In Trust Account for SP 90191**
BSB: 182-222 **Account Number: 2215-73967**
Description/Reference: Strata Plan, Unit number, Move In / Out (i.e., SP90191 2005 Move In / Out)
- Confirmation of payment must then be provided in a form of receipt to Building Management before the move in date. The receipt can be sent to management@arlingtongrove.com.au

ON THE DAY – COMMENCING YOUR MOVE

On the day, please contact Building Management on 02 7208 9186 (between 07:30 am to 04:00 pm), who will assist you with parking locations and explain the moving procedure.

Building Management will carry out an inspection of the area after the move to ensure no damage has been made.

Please refer to the below moving conditions that must be adhered to when carrying out your move:

MOVING CONDITIONS & OTHER INFORMATION

- There is a period of 4 hours allowed per move and please note exclusive use of the lift can't be provided as there is one lift in the building.
- King-sized beds and other large items will not fit in the lift and will need to be transported up the fire stairs. Please check the lift sizes mentioned above.
- **Trucks and other large vehicles can be parked on North Lane (beside cafe calibre), Grove Street and Hill Street (building car park entry). Please do not obstruct traffic under any circumstances.**



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- The lift covers must be used at all times. You are to share the lift with the other residents travelling, so ensure to always acknowledge their lift usage.
- Only 1 apartment is permitted to move at a time.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately.
- No mess (dust, dirt, rubbish, surplus furniture, or personal effects) is to be left on common property; items must be disposed of properly.
- Any large items to be discarded must be arranged with Inner West council directly, please do not leave items around the complex or fill the garbage rooms. These areas are under 24/7 surveillance.
- Paths of transit such as the lifts, hallways and car park must be suitably cleaned post move so that they are clean and tidy, this includes vacuuming the lift and hallway floors.

Map for residents moving via grove St, carpark height is 2.2m.

