



EMBASSY RESIDENCES

19-25 Marshall Avenue, St Leonards

STRATA PLAN 88771

P: 0401 976 894

E: management@embassyresidences.com.au

MOVING INSTRUCTIONS

BOOKINGS

To ensure the lift and loading zone is available residents moving furniture or large items into or out of the building must first book with building management **at least 48 hours** prior to the move to ensure the lift and loading zone is available, priority will be given on a first-in basis. Residents can make a reservation through Building Link - <http://www.embassyapartmentshub.com/> if you do not have your login details please contact us and we will send them to you.

MOVING TIMES

Residents are currently permitted to move 7 days a week but are requested to restrict moving to the following times so that lifts can be available during peak times:

- Monday to Friday: 9am to 6pm
- Saturday, Sunday & Public Holidays: 7am to 6pm

MOVING CONDITIONS & OTHER INFORMATION

- Trucks must only park in the designated area, please do not obstruct traffic.
- The lift covers must be used at all times.
- Due to there only being one lift no lift key is available to lock off the lift doors.
- Only 1 apartment per lift 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 and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex.

VEHICLE ACCESS & PASSAGE INTO THE BUILDING

There is a designated loading bay on Marshall Avenue which must be booked with building management and can accommodate large removalist vehicles. Residents can then use the service door on level 1 to access the lifts (see below map). In such instance items must be taken via the main entrance foyers, please be particularly careful not to cause any damage and to clean up any mess created. The car park area has a height restriction of 2.2m. For vehicles that fit in the car park the lifts can be accessed on the car park level preventing the need to take items through the main entrance foyers.

