
Moving In/Out of Motto REQUEST FORM

PLAN NUMBER: 76137

ADDRESS: 'Motto Apartments' 2-14 Eve St, Erskineville NSW 2043

Dear Applicant,

The following Request Form must be completed when planning to move in or out of Motto.

All moves in and out of Motto, including moves between apartments, must be booked with the building manager. Failure to book your move may result in access being denied.

This form must be completed and submitted to the Motto Strata manager, Claire Wilson at claire.wilson@dynamicproperty.com.au, copied to the Building Manager via email at bm@motto.net.au.

If you have any queries, please contact our office.

MOVING DEPOSIT

At the time of placing the move in/move out booking, the form is to be submitted with a \$500 holding deposit paid to the strata manager, to be held in trust. Please contact the strata manager above to arrange this holding deposit.

This deposit is fully refundable after the move once all the conditions of the move have been met and there is no damage to common property.

Failure to adhere to the following rules, including payment of the move deposit, will result in any damage being charged to the resident and/or lot owner, including any expense incurred by Building Manager attendance, administration, breach notices issued and any other related costs.

PLANNING YOUR MOVE

Please be aware of the following requirements in planning your move in or out of Motto:

1. Moves may only occur Monday to Saturday between 8.30 am and 1pm. Sunday moves are **not** allowed
2. A request for the timeslot must be made to the Building Management at least 48 hours in advance to confirm availability of the timeslot
3. Any extension of the move beyond your allocated timeslot will be billed at \$80 per hour, in hourly increments, to cover Building Manager attendance and administration costs
4. Protective lift curtains must be in place and can be obtained from the Building Manager

5. The resident must ensure that the removalist holds Public Liability and Workers Compensation Insurance
6. Residents are responsible for any damage to common property during the move – including any damage to walls, paint and carpet, lift breakdowns caused by overloading of the lift, door obstruction, etc. A deduction will be made from the holding deposit to be refunded, or the entire deposit withheld to cover the damage and/or required cleaning costs
7. Furniture, appliances and boxes are not to block exit doors, pathways, and corridors at any time – this could result in injury
8. All packaging waste must be removed by the removalist/contractors from the site and any floors (carpet, lift, tiles) will need to be vacuumed
9. No rubbish, boxes, furniture, is to be left in the chute rooms, bin rooms, corridors, fire exits, fire stairs or fire cupboards at any time. Small waste may be placed in the bins of the car park. Bulky furniture must be removed off site. Any items found dumped in and around the building will be disposed of at a cost to the resident, and deducted from the move deposit bond
10. The Building Manager or representative will conduct a check before refunding the bond. The Building Manager's instructions must be followed at all times
11. Failure to adhere to these rules, including payment of the move deposit, will result in any damage being charged to the resident and/or lot owner, including any expense incurred by Building Manager attendance, administration, breach notices issued and any other related costs.

MOTTO BY-LAWS AND RULES

Please ensure that you have received a copy of the Motto by-laws and rules. For tenants, these must be supplied by your leasing agent. The latest version of these are also available from the Motto website – www.motto.net.au.

PET APPLICATION

Please note that a separate pet application must be submitted for approval. Please contact our office for a pet application form, which must be completed and approval received prior to moving into Motto.

REGISTRATION, MYBOS AND MOTTO FACEBOOK

Registered residents will also receive access to 'MyBOS' – building management software used by Motto and available to residents. MyBOS is used by building management to communicate with residents and by residents to raise maintenance or booking requests.

Once registered, you are also able to join the Motto community Facebook page ("Motto Erskineville").

PART A MOVE DETAILS

MOVE DETAILS
 Provide details of the requested move

Unit/Apartment number			
Move type (In or Out)	Move in	Move out	
Requested move date			
Removalist company			
Removalist contact number			

PART B RESIDENT DETAILS

RESIDENT DETAILS
 Complete this section for new moves into Motto or relocations within the complex.
 Provide details of all permanent residents.
 All residents will be loaded into the MyBOS building management system, ensuring you receive relevant communications

Lease details (if applicable)

Leasing agent	Name			
	Phone			
Lease term	Start date		Duration	
	Vehicle details	Make	Model	
	Registration		Colour	

Applicant 1

First name			
Surname			

Contact details

Mobile phone	(M)		
Email address	(E)		

Applicant 2 (if applicable)

First name

Surname

Contact details

Mobile phone

(M)

Email address

(E)

Details of any other residents

Include name, phone number and email

PART C

DECLARATION

DECLARATION

This section must be signed and dated

I/We hereby declare that I/we understand and agree to the conditions outlined in this request form. Furthermore, I/we understand that the information I/we have provided on this form will be stored in hard copy and electronic format accessible to Building and Strata Management.

Name

Signature

Name

Signature

Date of application