



EMBASSY TOWER  
STRATA PLAN 94161  
1 Marshall Avenue, St. Leonards  
P: 02 7208 8896  
E: [management@embassystleonards.com.au](mailto:management@embassystleonards.com.au)  
W: [www.embassystleonards.com.au](http://www.embassystleonards.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 and to co-ordinate your move with other residents, priority will be given on a first-in basis.

### MOVING TIMES

Residents are currently permitted to move Monday to Saturday (ex Public Holidays) and are requested to restrict moving to the following times so that lifts can be available during peak times for residents:

- Monday to Saturday: 9am to 6pm

### PRIOR TO MOVING

Residents must arrange payment of a \$500 bond to the Owners Corporation's Trust Account using the following details:

**Account Name: SP94161**

**BSB: 124-367**

**Account Number: 22866868**

**Description/Reference: Strata Plan, Lot number, Move In / Out (i.e., SP94160 L3 Move In)**

Confirmation of payment must then be provided in a form of receipt to Building Management before the move in date.

### ON THE DAY

Residents must first report to Building Management so you can get the lift key. Once the move is finished, please notify Building Management so that they can inspect the common areas, and you can return the lift key.

### VEHICLE ACCESS & PASSAGE INTO THE BUILDING

Under no circumstances are residents to move items into the building via the main entrance foyer. Items can only be taken to your apartment via either the car park or level 1 lift. Please only use your assigned lift. A lift lock-off key will be provided, and lift covers will be installed to protect the lift.



### ***Vehicles up to 2.2m in height***

- For vehicles less than 2.2m in height you can park in your designated car space or if more convenient use a visitors parking space (drop off only) and take your items to the car park lifts, this is the preferred method for moving items into the building.

### ***Tall Vehicles Above 2.2m***

- Vehicles above 2.2m in height will not fit into the car park. Large vehicles are permitted to park in the designated loading zone on Marshall Lane (see attached map), this area must first be booked with Building Management. Items can then be taken via the loading zone entrance door to the level 1 lift.

### **TO MAKE A BOOKING**

1. Go to the Embassy Tower website, [www.embassystleonards.com.au](http://www.embassystleonards.com.au) and register your details with Building Management by completing the 'Resident Registration' form available from the home page.
2. Building Management will then send you a login to Building Link within 24 business hours, which is the online management system used to manage the building.
3. Residents should then login-in to Building Link via the link available on the home page of the Building's website, click on 'Amenity Reservation' which will show you a calendar with any current bookings, click on 'Add New Reservation' and then select the lift you are wanting to book and your booking times.
4. Building management will then confirm your booking within 24 business hours.

Alternatively, for residents that do not want to use Building Link please contact building management via email [management@embassystleonards.com.au](mailto:management@embassystleonards.com.au) or 02 7208 8896 and we will arrange the booking for you.

### **MOVING CONDITIONS & OTHER INFORMATION**

By completing the move reservation, residents shall be deemed to accept the term & conditions outlined in the moving instruction form.



EMBASSY TOWER  
STRATA PLAN 94161  
1 Marshall Avenue, St. Leonards  
P: 02 7208 8896  
E: [management@embassystleonards.com.au](mailto:management@embassystleonards.com.au)  
W: [www.embassystleonards.com.au](http://www.embassystleonards.com.au)

- **Residents must not leave the Level 1 Marshall Lane loading bay access door and the level 1 door next to the lift open for longer than 15 minutes.**
- **Residents must close all doors after moving has been completed. It is the residents' responsibility, not the removalists.**
- Trucks and other vehicles are only able to park in designated areas. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times and only your allocated lift is to be used.
- Only 1 apartment per lift is permitted to move at a time.
- Residents must not move items through the ground level foyer, please use the car parking levels.
- 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.



