



LIFT BOOKING FORM

Apartment Number: _____

Key # _____

Date Lift Required: _____

Move In / Out (circle one)

Booking Time (select one): 9 AM – 12 PM

12 PM – 3 PM

Bookings outside these hours will incur a \$100 hourly charge, payable by the Lot Owner, for staff waiting on-site to secure the Loading Bay, remove the Lift Pads, and put the lift back into service upon completion of the move.

Contact Details (name & mobile): _____

Deposit of \$200.00 Received YES

Deposit Returned YES / NO

Refund Received – Please sign: _____

PLEASE NOTE – This service is available 5 days a week (Monday – Friday Only)

- 24 hours notice must be given to book the lift and is subject to availability – Please book well in advance.
- Move times are restricted to two per day, Monday to Friday, as follows:
(1) 9 AM to 12 PM **(2) 12 PM to 3 PM**
- All moves must be done through the Loading Bay on Level B2 or the side door at the B1 exit. **NO Moves** are permitted through the Main Foyer or front door **at any time.**
- It is the Lot Occupier’s responsibility to ensure that no furniture or items are left in common areas at any time.
- The Lot Occupier will be required to complete this form, pay the deposit and advise whether padding will be required for the lift at the time of booking.
- The Lot Occupier is liable for any and all damage they cause to the lift and/or common area property and/or damage to other lot owners’ property.
- Noise must be kept to a minimum, **refer to the By-Laws.**
- Disposal of all rubbish is the Lot Occupier’s responsibility, ensuring the Body Corporate By-laws are adhered to, **refer to the By-Laws.**
- Management is not responsible for the costs of removals under any circumstances.
- Damage costs exceeding the deposit amount will be on-charged to the Lot Occupier.

Holding or jamming the doors open will cause an error with the lift and will require a technician to fix it at the resident’s cost (average cost \$750). A key will be provided to lock the lift off to prevent this.

I hereby acknowledge I have read the above requirements and undertake to abide by them at all times.

Signature

____/____/_____
Date