



Easthaven

**Easthaven**

35A Sutherland Crescent, Darling Point

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# MOVING INSTRUCTIONS

## BOOKINGS

To preserve the condition of the building residents moving furniture or large items into or out of the building must first book with building management **at least 72 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. Residents can make a reservation by contacting building management via email at [management@easthaven.com.au](mailto:management@easthaven.com.au) or 02 7208 8891.

## MOVING TIMES

Residents are currently permitted to move 6 days a week between the following times:

- Monday to Friday: 7.30am to 5.30pm
- Saturdays: 8am to 12pm

## TENANT APPROVAL

In accordance with the house rules leasing policy all tenants must have the approval of the board prior to occupying the premises. Approval to book and move-in to the building will be withheld until consent is confirmed.

## VEHICLE ACCESS

There is unfortunately no designated vehicle parking for removalists at the building and the layout of the car park does not support large truck parking. Building Management can provide a standard car sized location for residents to load / un-load items however all vehicles beyond this size must find parking on the street and take items down the driveway. Removalist should be notified of this when booking your move.

## LIFT

There is only one lift in the building, and it is very small. The dimensions of the lift are: W 80cm L 1.4m H1.8m

Given there is only one lift at the building it cannot be locked off and removalists should be made aware that most large items including couches and beds will not fit in the lift and will need to be taken down the fire stairs.

## MOVING CONDITIONS

1. Common property (particularly residential hallways and lifts) must be always clean. Mess created as a result of the move must be cleaned up immediately (as you go) with a final clean completed at the end of each day so that common property areas are back to their original presentation.
2. The area must be vacuumed on completion of the move. This includes lifts, basement foyers and residential hallways.
3. All care must be taken to prevent damage to common property at all times, any damage that does occur must be reported to building management and repaired promptly at the owner's expense.