

MOVE IN / MOVE OUT Booking Form

- To guarantee a move in &/or lift is available on the day and time required, you must book **prior** to making any arrangements with a removalist.
- Multiple bookings require separate multiple forms to be completed.
- Your move in allocation time is not confirmed until you receive confirmation from a Smith Collective team member
- Lifts can be booked in 2 hour blocks for buildings with multiple lifts so please manage your time well.
- Buildings with single lifts will be bookable for 2 hours blocks and the lift will have to be unlocked per load to allow for normal use.

Move Type	<input type="checkbox"/> Key Collection <input type="checkbox"/> Moving In <input type="checkbox"/> Moving out																			
Resident/Tenant Name	_____																			
Apartment Details	Building: Smith _____	Apartment: _____																		
Mobile Phone Number		Car Registration Number:																		
Email Address	_____																			
Day, Date & Time of Move	<p>Date Preferred: _____</p> <p>Select preferred Start Time below – <i>Please select 1 time slot only:</i></p> <p><u>DOUBLE LIFT BUILDINGS (Smith 1/2/3/4/5/10/11/12/14/19)</u></p> <table border="0"> <tr> <td>Monday – Friday</td> <td>Saturday</td> </tr> <tr> <td><input type="checkbox"/> 7:00 - 9:00AM</td> <td><input type="checkbox"/> 7:00 - 9:00AM</td> </tr> <tr> <td><input type="checkbox"/> 9:30 - 11:30AM</td> <td><input type="checkbox"/> 9:30 - 11:30AM</td> </tr> <tr> <td><input type="checkbox"/> 12:00 - 2:00PM</td> <td><input type="checkbox"/> 12:00 - 2:00PM</td> </tr> <tr> <td><input type="checkbox"/> 2:30PM - 4:30PM</td> <td></td> </tr> </table> <p><i>*No Bookings permitted on Sundays & Public Holidays</i></p> <p><u>SINGLE LIFT BUILDINGS (Smith 15 – Smith 18)</u></p> <table border="0"> <tr> <td>Monday – Friday</td> <td>Saturday</td> </tr> <tr> <td><input type="checkbox"/> 9:30 - 11:30AM</td> <td><input type="checkbox"/> 7:00 - 9:00AM</td> </tr> <tr> <td><input type="checkbox"/> 2:30PM - 4:30PM</td> <td><input type="checkbox"/> 9:30 - 11:30AM</td> </tr> <tr> <td></td> <td><input type="checkbox"/> 12:00 - 2:00PM</td> </tr> </table> <p><i>*No Bookings permitted on Sundays & Public Holidays</i></p>		Monday – Friday	Saturday	<input type="checkbox"/> 7:00 - 9:00AM	<input type="checkbox"/> 7:00 - 9:00AM	<input type="checkbox"/> 9:30 - 11:30AM	<input type="checkbox"/> 9:30 - 11:30AM	<input type="checkbox"/> 12:00 - 2:00PM	<input type="checkbox"/> 12:00 - 2:00PM	<input type="checkbox"/> 2:30PM - 4:30PM		Monday – Friday	Saturday	<input type="checkbox"/> 9:30 - 11:30AM	<input type="checkbox"/> 7:00 - 9:00AM	<input type="checkbox"/> 2:30PM - 4:30PM	<input type="checkbox"/> 9:30 - 11:30AM		<input type="checkbox"/> 12:00 - 2:00PM
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Removalist's Details	Name: _____	Contact: _____																		
	Rego: _____	Truck Size: _____																		
<p>Acknowledgment</p> <p>I have read the above information provided by Smith Collective and agree to abide by the requirements set out in this document. I acknowledge that I may be liable for any damage to common property caused during my move. I acknowledge that should I interfere with the lift in any way I may be liable for associated rectification costs. I acknowledge <u>I am not permitted to commence my move prior to my allotted time</u> unless specifically advised by a Smith Collective team member and following my induction.</p> <p>Please note the height restrictions for the car park entrance is 2.3 meters.</p>																				
Resident/Tenant Signature:		Date:																		
<i>Property Manager - Booked in Move-in Schedule by:</i>		<i>Date:</i>																		

Office use only

	Pre – Move Inspection Comments	Post – Move Inspection Comments
Ground lobby wall condition		
Unit Level lobby wall condition		
Basement condition		
Lift condition		
	Pre – Move Inspection	Post – Move Inspection
Resident Signature		
Smith Collective Staff Signature		

Additional Comments: