



## **Aspire Apartments Sydney**

### **Moving IN/OUT Process**

- New resident/s are required to follow the Moving IN/OUT process.
- The Owners Corporation and Building Management require documentation as per the instructions contained within the new resident process ([http://aspireapartmentssydney.com.au/?page\\_id=29](http://aspireapartmentssydney.com.au/?page_id=29)).
- This required documentation is to be submitted at least 3 working days in advance to desired move in date. Any non-compliance to the submission of required documentation will see the submission rejected. NSW State Strata Laws require 14 days' notice for new move ins; however we only require 3 days' notice (with required documentation).
- The Building Manager either accepts what has been submitted or rejects dependant on process compliance. If the clearly laid out instructions have been followed, a move in date can then be booked in and confirmed. *Note that there is only one move in or out permitted per day (Mon thru Sat from 9am to 4pm as per building by laws). Also note that not following the clearly laid out instructions and submitting an incomplete set of requirements will delay your move in.*
- Upon confirmation of the move in date, the building induction and lift induction (if heavy goods are being moved in) is booked in. This is usually on the same day as move in, as instructions are easily forgotten if there are days in-between inductions and move in day.
- The building induction and lift induction are carried out prior to move in, and when completed, security fobs are then enabled for the resident.
- On the move in day, the resident is to ensure that the lift and lobbies are clean and vacuumed if required. Failure to do so could see after hours cleaning costs charged to them.