

Moving Policy

Montreaux Body Corporate

164 The Terrace, Wellington 6011, New Zealand
www.montreaux.co.nz

Purpose

The Montreaux Body Corporate Committee (MX BCC) is charged with keeping in a state of good repair all common property to ensure the ongoing quality and presentation of the building and lifestyle for the Montreaux Apartments is maintained.

The MX BCC believes it is important to manage moves to avoid damage to decorated common areas (ceiling, walls, and floors) and provide for peak lift use demands from other residents.

The purpose of this policy is to describe the activities that are involved when Residents move items in or out of Montreaux and clearly state expectations and requirements, as the MX BCC will seek remediation of any damage incurred by those involved in a move.

The execution of this policy is described in the Moving Procedure and the Building Manager checklist.

Scope

This policy:

- Applies to all Residents who are involved in any moves of any items being dispatched or delivered from / to units within Montreaux.
- Defines the guidelines that apply to residents and the Building Manager who are involved in items being dispatched or delivered to / from apartments within Montreaux.
- Seeks to:
 - protect common areas from damage by moved items through these areas, including recording the condition of common areas prior and post moves;
 - manage incidents where damage has been identified as a result of a move; and
 - follow-up remediation requirements of Residents responsible for damage as a result of their move.

Principles

In formulating this policy the MX BCC has adopted the following guidelines:

1. Residents and the Building Manager are to cooperate and coordinate the moving process between them to ensure the purpose of this policy is achieved.
2. All residents moving in / out of Montreaux will follow the moving procedure, agreement and checklist as prescribed in the related moving documents.
3. The Building Manager is to provide full support in relation to any move taking place, according to the prescribed moving documentation.
4. Residents will take responsibility for any damage that has been caused as a result of their moves.
5. The Building Manager is to oversee and enforce the moving requirements from the beginning to the completion of the moving process, including following up on remedies to any damage that may have occurred as a result of a move.

Roles and Responsibilities

Building Manager -

- Liaise with Residents undertaking a move
- Receive the completed Moving Agreement form from the Resident(s) prior to move.
- Ensure MX Moving In / Out Checklist tasks are performed.
- Complete the Inspection reports.
- Follow up on any moves that have caused common area damage.

Residents -

- Contact the Building Manager during business hours and at least 3 days prior to the move, providing information in regards to the move.
- Take accountability for preserving common areas and being considerate of other Residents.
- Ensure MX BCC Moving In / Out Checklist tasks are performed.
- Sign the inspection form completed jointly by themselves and the Building Manager.
- Accept responsibility for remediating any damage caused.

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