

Moving In / Out Checklist

Montreaux Body Corporate

164 The Terrace, Wellington 6011, New Zealand

<http://www.montreaux.co.nz>

- Refer to the Montreaux website for full information on the processes and/or consult with the Building Manager (building.manager@montreaux.co.nz) who will assist you with your move.
- Register your move with the Building Manager at least three days prior to your move. Provide them with your apartment number and contact details.

Read and understand the procedure and requirements:

- Do not dispose of household items, surplus furniture, or cardboard boxes in the bins in the Rubbish Room – you must arrange to dispose of all surplus items yourself. There are security cameras in the Rubbish Room.
- Moving times are between 9.00am and 4.00pm on weekdays only.
- Access for moving items is via B2 on Kumutoto Lane only and **NO items are to be moved through the main entrance on The Terrace under any circumstances** without prior approval from the Building Manager.
- Ensure that you have insurance that covers damage while moving.
- If you are a Tenant, ensure that the Owner or their representative is aware of the Common Area Inspections that will take place and is required to sign the moving agreement.
- Brief your movers on the procedures they must follow to minimise inconvenience to other residents and maintain the security of the building
- Advise the moving company, delivery company or helpers that will be involved that they will be using Kumutoto Lane as the access point for Montreaux and organise the activity within the approved times. They should not block the B2 garage entrance way or the rubbish room doorway.
- Items are to only be left in transit in the basement lobbies and the apartment lobby level involved. No items are to be left in any other common area.
- No item is to touch any ceiling or walls, either while being moved or when stacked during transition.
- Space must be left in the lift for at least one other resident not involved in the move.
- The lift lock off key is only to be used while loading and unloading the lift from and to the lobby. When items have been cleared from the lift the key is to be removed to allow other residents to use the lift.
- **Lifts should only be locked off for periods of up to 5 minutes at a time as they are filled or emptied.**
- No item is to be positioned in front of the lift doors to obstruct the door operations, and nothing is to be forced under the lift door to achieve the same purpose. Damage to the lift resulting from this type of activity will be charged back to the person involved in the move.
- The garage roller door should be opened and then switched off. In no circumstance should an item be placed in front of the electronic beam to keep the garage door open. People moving in or out should also be mindful of building security at all times. The lift lock off key is to be returned to the Building Manager via the BC letterbox in the North Tower. After the

move the Building Manager will carry out an inspection to sign off the condition of the common areas involved in the move. Any damage will be repaired at the expense of the person moving.

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