

# MOSAIC LIFT BOOKING FORM

**Name:**

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**Phone:**

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**Email:**

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**Unit Number:**

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**Building Name:**

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**Address:**

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**Move Date:**

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**Please Select One:**

Moving In

Moving Out

**Time Slot:**

9:00 AM –1:00 PM

1:00 PM –5:00 PM

## TERMS OF USE

1. This form must be signed and completed in full by the approved unit occupier and provided to our office at least 5 days prior to the requested move date – we ask that you do not book your removalists until you receive a confirmation of your booking time.
2. Bookings are accepted on a first-come first-served basis, as determined by receipt of the completed form(s) by our office.
3. Please ensure your vehicle does not impede the driveway when loading or unloading and once complete, move your vehicle as quickly as possible.
4. Where available, lift protection pad will be installed prior to the move, or when taking delivery of large items that could cause damage to the elevator.
5. Please keep the lobby as clear as possible to minimise the inconvenience to other residents. It is your responsibility to ensure building access doors are not left unattended during the moving in/out process. All doors must be fully secured and locked upon completion of your move.
6. Please keep the lobby clear and ensure building access doors are not left unattended during your move in/out, making sure to fully secure and lock all doors upon completion of your move.
7. All cardboard boxes must be broken down, folded and placed in the recycling bins.
8. After your move, we will inspect common areas like lifts, bin rooms, etc., and any costs incurred for rubbish removal or damages resulting from your move-in or move-out will be your responsibility.
9. Should the lift key not be returned after your move, you will be invoiced \$50 for the replacement of the key.

**I / We, the undersigned Unit Occupier, have read, understood, and agree to the moving rules and policies set forth herein.**

Signature:

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Date:

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**Please returned the completed form to [caretaking@mosaicproperty.com.au](mailto:caretaking@mosaicproperty.com.au). If you are a tenant, please copy your Property Manager into the email.**