

Museum Towers

Strata Plan 40414

267-277 Castlereagh Street

Sydney, NSW 2000

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Moving in or out

- Please give at least 48 hrs notice of a move to the front desk
- Moves must occur between 8am- 4pm Monday to Friday or 9am- 3pm Saturdays
- A \$500 deposit is to be paid before moving. (This deposit will be returned to you immediately after the security or management have checked that no damage has been caused to common property.)
- There is no loading dock or zone for moves- on street parking should be used for trucks etc. Cars, utes or small vans can be driven to your unit's car spot and unloaded from there.
- You must inform the front desk that you are moving in/ out even if you have no booking for the lift and give them current contact details where necessary. (New residents should fill out a contact sheet)
- Before you start your move, make sure that you inform the staff onsite and put up the lift covers in the lift number one. (The lift covers can be collected from the front desk)
- Small loads of singular boxes or bags do not need to be booked with at the front desk unless they exceed one full lift load.
- Do not hold the lift doors open, this will cause problems and resulting lift malfunctions will be charged to the offender.
- Please be careful when moving through common property: doors, lifts, mirrors and exit signs are easily knocked and damaged.
- Please be mindful of traffic and pedestrians at all times- Do not block doorways or pedestrian walkways, fire doors or stairs, traffic areas etc when moving
- Please be courteous to staff and other residents etc at all times and keep noise to a minimum.
- Moves should not exceed 3hrs.
- Furniture must be taken to and from the lifts via the side ramp when going to the street and not through the main foyer if at all avoidable.
- Any damage to common property must be paid for upon request by management.
- Items can not be left on the common property during a move.
- No responsibility will be taken for loss or damage to personal property whilst your are moving on common property at Museum Towers

Please contact the front desk if you are canceling or changing a move or have any problems- 24hrs/ 7 days.