

# Artisan East

Moving house: the age old adage is that it's stressful. Let's change that. We've put together a simple check list and tips to help make the process a breeze – you'll be kicking back on the sofa in your new home in no time.

## Your Move In Checklist

- Attend your Pre-Settlement Tour and take measurements of your new home

**Hot tip:** make 'measure before you move' your mantra. Clearances in areas like stairwells are important to understand ahead of time.

- Book a removalists and provide them with your homes measurements and our Move in Map, noting Lay Down Zones (where your removal truck can park)

**Hot tip:** when moving property, we highly recommend engaging a professional removalist. With a long walk from lay down zones and up to four flights of stairs to navigate, you'll thank us on the day!

- Schedule in a move in date and time via The YarraBend App. (Details will be shared closer to settlement)
- Arrange insurance
- If required, arrange time off work for your move
- Notify relevant authorities of your change of address
- Get your mail redirected
- Organise Utility and Telecommunication connections
- Get packing!

# 10 Key things to assist with your move:

Be prepared: write a list of what needs to be done prior to moving and on moving day.

## 1. Schedule in a move in date and time via The YarraBend App.

Due to limited spaces for Lay Downs zones (designated areas where you can unpack and lay down items from your vehicle), we will be restricting the number of move ins at any one time. This will also help avoid bottlenecks and make the process as seamless as possible for you and your neighbours on the day. Move in times are Monday to Friday between 9am to 5pm.

## 2. Arrange necessary insurance prior to settlement.

The Owner's Corporation Insurance includes the following:

- Building cover
- Public liability cover for common areas will be undertaken
- Cover for the infrastructure of the site.

We recommend making your own enquiries into contents cover for your home and also landlord cover if you plan to lease the premises.

## 3. Take measurements of your home.

The key here is to know your clearances so that you can ensure large items are dismantled ahead of time where need be (this will make the world of difference on your move in day). Measurements can be taken either during your Pre-Settlement Tour or at Key Handover.

## 4. Book your removalist.

When moving we can't recommend this step enough.

Our go-to team is Peter Sadler Removals – this professional team knows their stuff, and crucially, they know Artisan East. They've already visited YarraBend and are more than happy to offer their advice and services, should you choose. To get in touch please contact them directly via the link or phone number below, between 9am - 5pm Monday to Friday. Peter Sadler offers YarraBend purchasers and residents a 30% discount on boxes & packing materials plus a fixed discount.

Peter Sadler Removals

Ph: 137 235

[petersadlerremovals.com.au/glenvillyarrabend](https://petersadlerremovals.com.au/glenvillyarrabend)

When speaking to your removalists, be sure to:

- Share your homes measurements and clearances
- Provide them with our Move in Map at the back of this pack
- Make them aware of Lay Down Zones (see Move in Map)
- Make sure they have adequate insurances in place in case of damage to your property
- Provide a copy of the insurance certificate of currency to the building manager
- Advise them that they will need to meet the building manager on arrival and sign an indemnity form before being allowed access to lifts and communal areas

5. Change your address for key entities like VicRoads, Linkt, banks, insurers and the electoral roll. You'll find a helpful guide [here](#).
6. Arrange to have your mail redirected via Australia Post. If you provide approval, Australia Post will also help notify selected banks, insurers, government departments, energy providers and telcos of your new address. Learn more [here](#).

7. Get connected:

- Gas and Electricity – to ensure you have gas and electricity at settlement, Glenvill have had these services connected. We provide you with 5 days grace to have these accounts transferred into your name. After 5 days Glenvill will disconnect these accounts if they have not been transferred. Unique Site code: AUPN92916

- Water – Nothing for you to do!

At settlement your account will be transferred into your name.

- Internet – OptiComm. Including Foxtel.

OptiComm are the fibre optic supplier to YarraBend. This network will provide your phones, internet, Foxtel and free to air TV. Residents are not permitted to install their own satellite dish or TV aerial.

**Who are your network connections with;**

Service	Provider	Contact
Water	Yarra Valley Water	1300 853 811
Electricity	Active Utilities	1300 587 623
Gas - Townhouses	Origin (or provider of your choice)	13 24 61
Gas (Hot Water) - Lofts	Active Utilities	1300 587 623
Pay TV	Foxtel	13 17 87
Telephone / Internet	Refer to OptiComm website for providers www.OptiComm.net.a	1300 137 800

8. Be present on moving day to supervise and make sure nothing gets damaged, and that only the correct access route is used. Avoid scuffing or chipping doors, walls and floors by using appropriate moving equipment, carrying objects and using a protective layer on flooring. Any damage caused when moving in is not considered a defect. If you do not engage a removalist the owner will be need to sign the Indemity Agreement prior to gaining access to lifts for your move.
9. Waste – Collection will be managed by the Owner's Corporation in the allocated waste disposal areas. Please ensure that you follow the waste disposal requirements for everyone's safety and wellbeing.
10. Be mindful of your neighbours.

## Moving in or out of Artisan East

We understand that moving into a new residence is a busy time and therefore being aware of the requirements will assist in making your move process as smooth as possible. Please therefore note the following information.

### How to book your move

All residents (tenants and owners) must make an advance booking to enable a move to take place. This will allow the Building Manager or another representative from Essential Community Management (ESSENTIAL) to be available to ensure the move process and requirements adopted by the Owners Corporation are adhered to.

**You must first register** via the YarraBend App. Details on how to register will be emailed prior to settlement. Once you have registered you will be able to book your move via the App. Bookings will not be confirmed until the booking for your move has been approved and confirmed in writing by ESSENTIAL.

The Building Management team will approve the booking once a copy of proof of ownership is received. This being either a Notice of Acquisition or letter from your solicitor stating you are now the legal owner of the lot. It is recommended that owners do not book their move within 48 hours of their settlement date as there can be unforeseen delays in settlement at no fault to any party which will cancel your move booking.

**Important Note:** Bookings must be confirmed by ESSENTIAL before final arrangements are made with your removalist for the move to take place.

We confirm that an 'Indemnity Agreement for Moves into or out of Artisan East (herein referred to as Artisan East), will be required to be completed and signed by you and the removalist prior to commencement of your move.

Note that a copy of the Indemnity Form will be made available by the Building Manager upon arriving on site for your move.

**Should you intend to lease your lot,** it is important that the tenant is advised of the requirements as per above.

Please therefore ensure your managing agent (if applicable) advises the tenant of this requirement.

It is to be noted that due to demand, some dates and time allocations requested may not be available.

## Moving Times

During the initial moves into the building, there are two lifts located on the Basement level which will be available to facilitate the move.

Lift bookings for these initial moves can be made as per the schedule below:

Building A: Monday to Friday excluding public holidays (the time allocation for last move on any day must commence at 1:00pm)

- 9:00am to 12:00pm
- 1:00pm to 4:00pm

Building B: Monday to Friday excluding public holidays (the time allocation for last move on any day must commence at 1:00pm)

- 9:00am to 12:00pm
- 1:00pm to 4:00pm

Building C: Monday to Friday excluding public holidays (the time allocation for last move on any day must commence at:00pm)

- 9:00am to 12:00pm
- 1:00pm to 4:0pm

**Please note:** The the time allocations and days permitted for moves as outlined above are subject to change after the initial moves into the buildings.

It is to be noted that Public Holiday and weekend moves will only be permitted if approval is provided by the Building Manager. If approved, as the Building Manager will need to make arrangements for staff to be available outside of normal working hours to facilitate the move process, a charge of \$500 (incl. GST) will need to be paid 48 hours in advance to allow a booking for a move on a weekend to be made. Please note that after the initial moves have taken place, moves will only be permitted on weekdays, excluding public holidays.

**Note:** A pre-move and post move inspection of the Common Areas which are required to be accessed for the move, will be undertaken by the Building Manager or a representative of the Building Management Team as well as the Resident present, during which the Indemnity Form relating to the move will be completed.

## On the day of the move

It is essential that residents arrive on time for their move-in appointments. We confirm that the time allocated for the move is restricted to 3 hours and therefore, an extension of the time will not be possible. Residents must advise the removalist of the time restriction.

A copy of the removalist's Public Liability Insurance policy must be provided to the Building Manager or Building Management Team member. If your removalist does not provide their insurance details, the removalist will not be permitted on site.

The Indemnity Form must be signed by the removalist and yourself. Should your removalist refuse to sign the Indemnity Form, the move will not be permitted to proceed.

Please note the following process for the moves:

### Move Process

All moves into the buildings associated with Artisan East must be via the car park (see accompanying diagrams for each of the buildings). All Residents are to note the following information:

- The Artisan East concourse has a weight allowance of 7 tonne maximum. Trucks must weigh under 6 tonnes to load/unload from the concourse or alternatively they will need to park the truck in the gated area of Artisan West and use a ferry vehicle to access the concourse and basement car park.
- All moves will be via the carpark which has a height overhead clearance of 2.1 metres. Removalist trucks/vans with a height of more than 2.1 metres are not permitted to enter the car park. Therefore, vehicles must be under 2.1 metres i.e., a low-rise van or ute is required to be used.
- Move times as allocated cannot be extended i.e., maximum three hours permitted. As a result, access to continue with the move process will not be permitted at the end of the allocated time frame.
- Removalists trucks must not obstruct the loading bay area or the carpark entry at any time.
- Removalist and carriers are to be advised that they must contact the Building Management Team on 0488 011 502 upon arrival on site. They must arrive and complete the move within the designated time frame as specified above in 'Moving Times', as the time allocated cannot be extended.
- Please note that Peter Sadler Removalist are familiar and aware of the requirements for moves into Artisan East and it is therefore recommended that Owners / Tenants engage them for their move.
- The lift isolation key is to be obtained from the Building Management Team member to facilitate loading and unloading of the furniture etc. to and from the allocated lift.
- Furniture / goods etc. may only be moved into Artisan East when the protective cover has been fitted to the appropriate lift and to common area entries (if applicable).

- Transporting furniture / goods into any apartment, including the use of trollies to take furniture or goods to or from an apartment, is not permitted via the main entry foyer of the buildings.
- Ensure the task of moving goods to and from the allocated lift is as quick as possible to ensure the move process is only during the allocated time i.e., must be within the three-hour time allocated. No extensions will be granted as this will cause delays to other people trying to move in or out.
- Furniture or goods must not be stacked or placed against the lift doors or common area walls, doors etc on any level.
- Your Removalists must take cardboard boxes and packing away with them.
- Ensure the lift isolation key is returned to the Building Management Team member when the move process has been completed.
- The Building Management Team member will inspect the lifts, main entry foyer and common areas for any damage, which will be noted on the Form of Indemnity.

**Note:**

The respective owner will be held responsible for all damage to the common property. Please therefore ensure agents and tenants are aware of the requirements as stipulated.

A map outlining the route for the move process is included for your reference.

**Please share this information with your Removalist ensuring they are advised that all furniture / goods must only be brought in via the route as outlined in move process diagram.**

Upon arrival, the Building Manager, or another representative of the Building Management Team, will provide further information regarding the move process.

The Indemnity Form is to be finalised to note the condition of the common areas prior to the move. Once completed, the Building Manager will provide lift access to enable the move to take place.

A protective lift cover will be fitted to the lift which must remain in place during the move.

Lift dimensions for the lift allocated for the move process in the building is outlined below.

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The Indemnity Form is to be finalised to note the condition of the common areas prior to the move. Once completed, the Building Manager will provide lift access to enable the move to take place.

A protective lift cover will be fitted to the lift which must remain in place during the move.

**Lift dimensions for the lift allocated for the move process in the building is outlined below.**

Lift	Levels Accessible	Door Height (mm)	Door Width (mm)	Height Internal(mm)	Width Internal(mm)	Depth Internal(mm)
Building A Lift A1	Basement 2 to Level 3 & Rooftop	2100	1000	2400	1450	2000
Building B	Basement 2 to Level 3 & Rooftop	2100	1000	2400	1450	2000
Building C	Basement 2 to Level 3 & Rooftop	2100	1000	2400	1450	2000

**Please Note:**

Removalists or delivery persons for whitegoods etc. must remove any packaging or empty boxes from site during the move process.

**Move Plan**

Removalist trucks will enter from Chandler Highway to Mills Boulevard and park in the two allocated spaces in the concourse as provided in the diagram below if they are less than 6 tonnes. A ferry vehicle will be required to enter the basement garage and follow the instructions in the diagrams related to the specific building they are moving in or out from.



## Driving Instructions

Trucks will need to enter from Chandler Highway onto Mills Boulevard and park in one of the removalist parking bays in the Artisan West precinct, as coordinated with Building Management. All moves in the building must go via the basement carpark entry and therefore, only a ferry vehicle under 2.1 meters must be used. This means that removalist trucks in excess of 2.1 meters must be parked at ground level in the area allocated above and goods are then to be transferred into the ferry vehicle under 2.1 metres total height (including items placed therein).

### Building A

Please refer to the below diagram for move in / out directions.



## Building B

Please refer to the below diagram for move in / out directions.



## Building C

Please refer to the below diagram for move in / out directions.

