

# 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. Please note you can choose a 9am-12pm or 12:30pm-4:30pm move only. Move in times are strictly 3 hours maximum so being organised is essential.

## 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 The Mills 4.1. 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: AUPN92915
  - 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 <a href="http://www.OptiComm.net.a">www.OptiComm.net.a</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 Indemnity 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 The Mills North 4.1

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. In addition, for moves into a Mills Loft, the booking allows for the lift isolation key to be made available to facilitate the move process.

**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. Lift 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 The Mills North 4.1' (herein referred to as Mills 4.1), 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 Mills 4.1, the Building Management team has identified the schedule to accommodate the moves as follows.

**Mills 4.1:** Monday to Friday excluding public holidays (the time allocation for last move on any day must commence at 12:30pm)

9:00am to 12:00pm – 2 moves allocated per session

12:30pm to 4:30pm – 2 moves allocated per session

***Please note that the time allocations and days permitted for moves as outlined above are subject to change after the initial moves have taken place.***

**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 three hours in the morning or four hours in the afternoon depending on booking time slot selected 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 Mills 4.1 moves into the building must follow the pathway determined by the Building Management Team (see accompanying diagram). All Residents are to note the following information:

- Move times as allocated cannot be extended i.e., maximum three hours in the morning or four hours in the afternoon depending on booking time slot selected 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. Removalist trucks must only park in the designated Lay Down Zones.

- Please therefore ensure agents and tenants are aware of the requirements as stipulated.
- Removalist trucks/vans with a height of more than 2.1 metres are not permitted to enter the car park.
- It is essential to hire a ferry vehicle to transport loads of your furniture and goods from the parked removalist truck to your carpark. Goods are to be unloaded at your carpark and walked/carried to your property. Ferry Vehicles must be under 2.1m to enter the carpark
- Removalist and carriers are to be advised that they must contact the Building Management Team on 0488 011 502 upon arrival on site.

***Please note that Peter Sadler Removalist is familiar and aware of the requirements for moves into Mills 4.1 and it is therefore recommended that Owners / Tenants engage them for their move.***

- Building Management Team member will key the lift in and out of isolation at the commencement and completion of a move.
- Furniture / goods etc. may only be moved into Mills 4.1 when the protective cover has been fitted to the appropriate lift and to common area entries (if applicable).
- Transporting furniture / goods into any Lot, including the use of trollies to take furniture or goods to or from a Lot will be as directed by the Building Management Team.
- 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 or four 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 from site with them.
- Lift isolation keys are held by the building management team and residents need to advise when they have completed their move
- 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.

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.

A protective lift cover will be fitted to the lift which must remain in place during the move. Lift dimension for the lift allocated for the move process in the building is outlined below.

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.

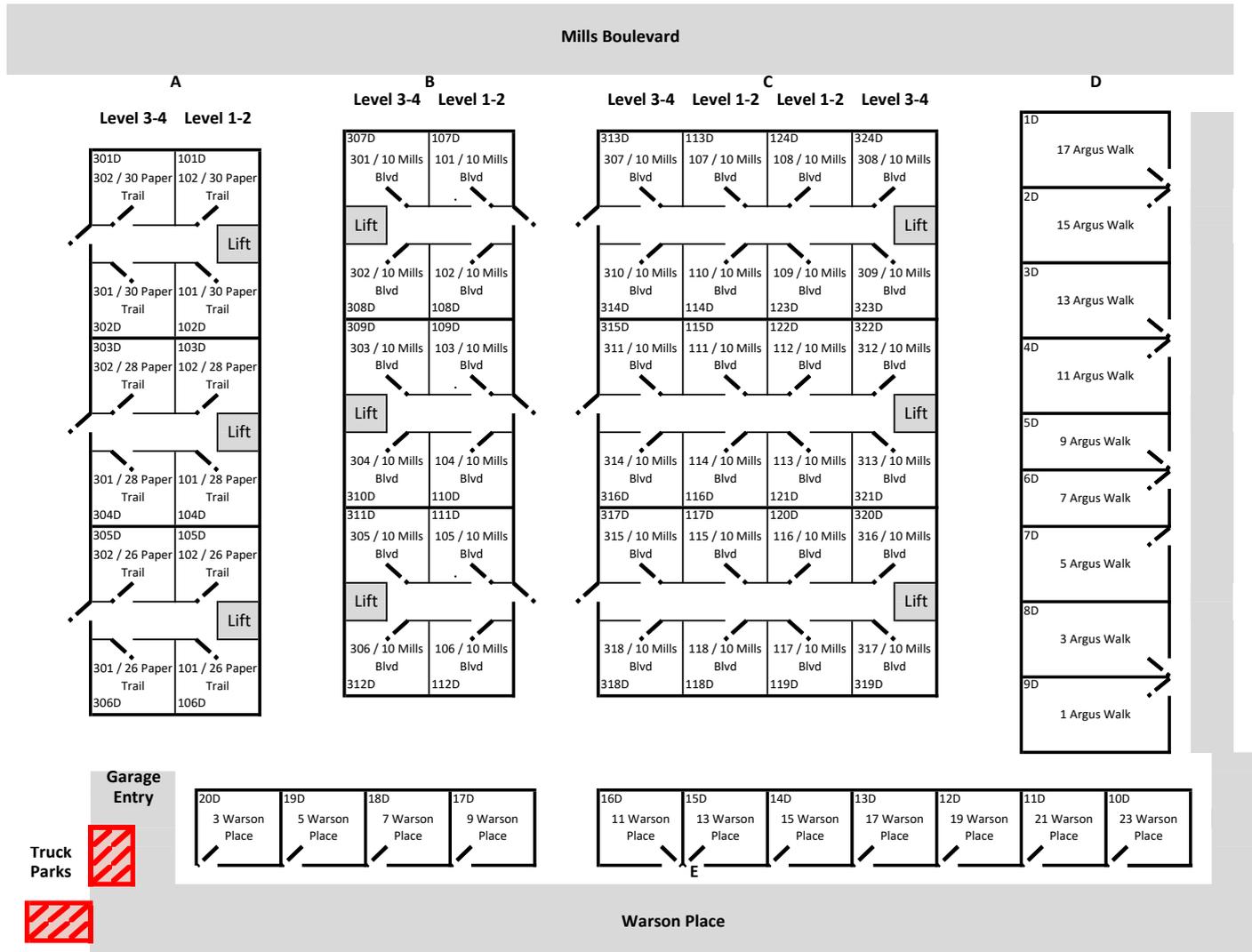
A protective lift cover will be fitted to the lift which must remain in place during the move.

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

Lift	Levels Accessible	Door Height (mm)	Door Width (mm)	Height (mm)	Width (mm)	Depth (mm)
Mills Lofts A	LG, UG & 2	2100	900	2300	1500	1600
Mills Lofts B	LG, UG & 2	2100	900	2300	1500	1600
Mills Lofts C	LG, UG & 2	2100	900	2300	1500	1600

**Please Note:** Removalists or delivery persons for whitegoods etc. must take away any packaging or empty boxes from the move process.

# Move in plans



## Instructions for Mills 4.1

All move ins will be via the basement or as directed by the Building Management Team.

Trucks will be required to park in the allocated lay down zone locations as highlighted above on the move plan. The building management team will direct in relation to ferry vehicle parking and lift access for moves.