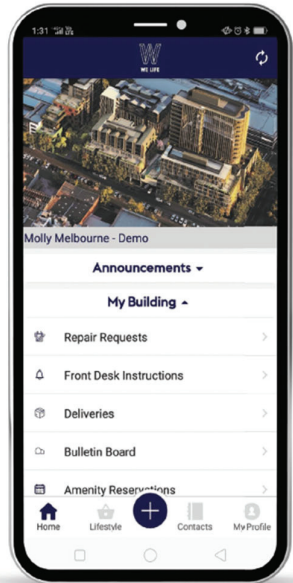


TRE MANAGEMENT

BUILDING ◆ FACILITIES ◆ PROPERTY

Move In/Out Procedures

To ensure that your move in/out process is organised with minimal disruption to other residents and that all fixtures and fittings in the common areas are protected against damage.



The WE Life Residence App

ANDROID & IPHONE

Open your app store, search for 'WE Life Residence' and download your brand new resident app.



Android

<https://bit.ly/WELifeiOS>



iOS

<https://bit.ly/WELifeAndroid>



1. Bookings

Moves ins must be arranged at least 3 days prior to the intended move.

Times will be subject to availability. Bookings must be arranged by making an 'Amenity Reservation' on Buildinglink/ We Life Residence app.

Bookmark this url link for desktop access: www.westendhub.com

*(please register for Buildinglink if you do not have an account
<https://tremangement.com.au/buildinglink/>)*



2. Moving Times

Residents are allocated a maximum time as per number of beds, if make a reservation for a longer period of time then this will not be approved

- 1 Bedroom - 1.5 Hours
- 2 bedroom - 2 Hours
- 3 bedroom - 2.5 Hours

Move in times Strictly Monday to Sunday 7:00 am to 8:00 pm

Moves must be completed within the allocated time booked.

Moves are not permitted on Public Holidays.

NOTE: Main Entrances and lifts under constant video surveillance

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If for any reason you must move in, not in the specified hours, please leave a note on your reservation and this will either be approved or management will arrange a favourable outcome

Important Notice

You will be held responsible for the lift, all floors, corridors including carpets and walls being left in a clean and tidy condition after moves are completed. It is your responsibility to warn the moving company to be careful of the cleanliness of the common areas, damage to lift walls, corridor walls, carpets, doors etc. An inspection will be completed at the conclusion of the move in/out and an account will be rendered for any repairs or additional cleaning.

3. Access

Please refer to Access Plans

Please be advised that due to the parking restrictions on Dudley street, lift 2 has different move in locations based on the time of day.

Lift 2

2.a – Unloading from Dudley Street

9:30am- 4pm & 6:30pm- 8pm

2.b – Unloading from Rosslyn Street

7am- 9:30am & 4pm-6:30pm

Free Parking vouchers will be issued on site however time restrictions must still be followed

4. Lifts

Lift will be assigned and permitted for use of your allocated booking time.

Lift Dimensions: 1400 Wide X 2000 Depth X 2700 Height

Lift Door: 1000 Wide X 2100 Height

5. Waste Disposal

Resident must ensure that all cartons and packaging crates are disposed of in The Ground floor Rubbish room. Dumping of cartons, crates or unwanted furnishing is STRICTLY PROHIBITED in any part of the building or common area. Any costs incurred by the Owners Corporation for removal of such items will be charged to the offender. All excess packaging and cardboard etc must be placed in the Ground floor bin room access through the carpark

6. Covid Policy

1. Everyone must:
 - a. Sign in using the QR code displayed at the front entrance of the building
 - b. Sanitise hands using one of the dispensers in the lobby
 - c. Be temperature checked by the staff member positioned in the building's lobby, a wristband will be handed to all those who have been temperature checked
 - d. Wear the wristband whilst Moving In at all times
 - e. Masks are to be worn at all times whilst in the common facilities.

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2. Maximum of 2 patrons in the lift at any one time
3. Residents are to only use the lift which is assigned to them
4. Please keep a 1.5m distance at all time where possible
5. All lifts and high touch points will be sanitised at the end of every move