



## Guild Apartments - Move Indemnity Form

Apartment No: \_\_\_\_\_ Move Type:  In  Out  Furniture Delivery  
Move Date: \_\_\_\_\_ Approved Start Time: \_\_\_\_\_ Approved End Time: \_\_\_\_\_

All residents and Removalists are required to complete this Move Indemnity Form and hand it to the Building Manager or submit it via [guildbm@micm.com.au](mailto:guildbm@micm.com.au) prior to any move or delivery occurring. It is designed to provide you with the assurance that you will not be held accountable for any damages that you did not cause, and to ensure detection and rectification of any accidental damage. Damage caused to common property during a move, will be rectified at the expense of the Removalist of the resident, or the resident themselves.

### The Removalist

I / We: \_\_\_\_\_ From, (company): \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

### The Resident

I / We: \_\_\_\_\_  
Of Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

...hereby undertake to use all due care and diligence during the moving process. Further, the removalist/resident agrees to reimburse the Owners Corporation of Guild Apartments any expense incurred in reinstating to original condition any common area surface or item which may be damaged or marked by the removalist's/resident's actions.

We also acknowledge and agree to the following conditions, which apply to all moves...

- Delivery/moves must only be carried out during your allotted booking time. Afternoon moves must be completed by 4pm - with no exceptions.
- Items must be loaded into the lift that has been locked off for you - not left unattended at the front entrances of the building, in the foyers, or blocking lifts, hallways or fire exits.
- No rubbish, paper, boxes, packing materials or bottles can be left in the corridors, fire stairs or on the floors of the garbage chute rooms. All hard waste must be removed at the resident's expense.
- The directions of the Building Manager must always be followed.
- The Building Manager or representative will conduct an inspection of common areas, including the lift and hallway corners and walls, both prior to and following the booked move, and will complete a Floor Inspection Report (FIR). Should you disagree with the assessment your immediate response is required. Failure to respond immediately will result in all further rights of appeal being forfeited.
- The Resident will be held liable if their chosen delivery company causes any damage to common area or any part of Guild and refuses to accept responsibility.

Removalist's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form available at: [guildapartments.com.au/move-form](http://guildapartments.com.au/move-form)**



# Guild Apartments - Property / Floor Inspection Report (FIR)

Apartment No: \_\_\_\_\_

Building Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Area	Item	Condition at start of move	Condition at end of move	Action Required
<b>Loading Dock</b>	Gate			
	Lights			
	Floor surfaces			
	Hydrants & Hoses			
<b>Ground Level Lift Area</b>	Glass Entry Doors			
	Floors (tiled)			
	Walls (plaster)			
	Mirror Wall			
	Black Doors			
	Ceiling & Ceiling Lights			
	Skirting			
	Lift Doors (external) & Metal Surrounds			
<b>Lift</b>	Lift Doors (internal)			
	Walls (timber)			
	Mirror			
	Lights			
	Floor (carpet)			
	Ceiling			
	Handrails			
	Control Panel			
<b>Floor Level</b>	Lift Doors, external			
	Lift entry corners (plaster)			
	Hallway corners (plaster)			
	All Black Doors			
	Floors (carpet)			
	Walls			
	Skirting			
	Ceiling			
	Lights			
	Bin Chute Room			
	Extinguishers			
	Apartment Door & Surrounds			
<b>Apartment Car Space</b>	Oil Stains			
	<b>INSPECTION CODES</b>	CC = Clean and Clear ND = No Damage EM = Existing Marks	NM = New Marks NR = Needs Repair WO = Working Order	

**General Comments:**

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**Removalist's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resident's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_