

Moving in | Moving Out Fact Sheet

It is beneficial for incoming occupants to be aware of the rights and responsibilities of occupants tenanted in the Aurora on Pirie Building.

At the commencement of your tenancy The Community Corporation 25624 Inc By-Laws should be available to all occupants and can be obtained from the Lot owner or Leasing Agents. Below are relevant Community Corporation 25624 Inc By-Laws that you should be aware of during any tenancy relocation, including but not limited to:

18. Moving Articles To and From Lots

The Lotholder or Occupier shall comply with and observe the following conditions and restrictions as to delivery or movement of goods or furniture to and from a Lot:

18.1 goods or furniture may be delivered to and from a Lot only through such entrances at such times and in such manner as will ensure minimum interference with persons using the entrances or Common Property and will be subject to the prior approval of and must be delivered under the supervision of the Corporation; and

18.2 goods or furniture shall not be left on the Common Property at any time and if so left may be removed by the Corporation at the expense and risk of the Lotholder.

20. Leasing

Where a Lotholder leases a Lot the Lotholder must inform the Corporation of the identity of the lessee.

38. Security Keys

38.1 The Corporation may charge a reasonable fee for any additional Security Key required by a Lotholder.

38.2 A Lotholder must exercise a high degree of caution and responsibility in making a Security Key available for use by any Occupier of a Lot and must use all reasonable endeavours including without limitation an appropriate stipulation in any lease or licence of a Lot to the Occupier to ensure the return of the Security Key to the Lotholder or the Corporation.

38.3 A Lotholder or Occupier of a Lot in possession of a Security Key must not without the Corporation's written consent, duplicate the Security Key or permit it to be duplicated and must take all reasonable precautions to ensure that the Security Key is not lost and is not to dispose of it otherwise than by returning it to the Corporation.

38.4 A Lotholder or Occupier of a Lot must promptly notify the Corporation if a Security Key issued is lost or destroyed.

Occupants vacating the Building, it is in your interest to ensure you advise the Building Manager of any transfer OR change of access card holders.

Failure to do so may result in any breach of Corporation By-Law or unauthorised entry attributed to any card(s) issued to you; you will be deemed the responsible entity. Do not transfer access cards to third parties. If there is an event and your card identified then any and all liabilities remain with the holder.

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All incoming and outgoing Aurora on Pirie occupants please complete and forward to the Building Manager as soon as possible.

PLEASE NOTE BUILDING ACCESS WILL NOT BE PROVIDED UNTIL THE AURORA BUILDING INDUCTION HAS BEEN COMPLETED

Community Corporation 25624 Inc Building Access Notification				
Access Card Number	Name	Moving In Date	Moving Out Date	Contact Number

Incoming/Outgoing Tenancy Details:

Business Name: _____ ABN: _____

Authorised representative of Lot or Suite Number: _____

Name: _____

Signature: _____

Date: _____

As duly nominated representative of the above Lot or Suite all card holders have been advised of their responsibility and liability regarding any breach of Community Corporation 25624 Inc By-Laws.

Building Manager: _____

Signature: _____ Date : _____

Aurora on Pirie occupants are advised by the Building Manager of updates, issues etc. via email. As an incoming occupant it is beneficial, but not mandatory to be included in this communication. **To be included in the email distribution list, please email the [Building Manager](#) with your approval. To be removed from the email distribution list please email the Building Manager.** Should you choose not to be included in future communications, any update, amendment, notification, advice etc. not known by you is not justifiable cause for noncompliance. Any error or omission in receipting of electronic communication caused by third party telecommunication companies is not Corporation responsibility and not justifiable cause for noncompliance.

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The Aurora on Pirie building operates an embedded electricity network.

What is an embedded network?

In some sites (typically residential apartment blocks, retirement villages, and shopping centres), the electrical wiring is configured in such a way as to enable the owner of the site to sell energy to all the tenants or residents based there. This is known as an embedded network. The owner of a site with an embedded network usually buys energy from an energy retailer and then on sells the energy to the occupants at the site.

Community Corporation 25624 Inc. is the owner of the Building.

Energy On is the Corporations energy retailer. **Energy On must be advised of all Suite/Lot electrical connections and/or disconnections. This is the occupier's responsibility.**

Moving In: Go to <http://energy-on.com.au/customers/moving-in/>

Moving out: Go to: <http://energy-on.com.au/customers/moving-out/>

Any queries regarding your account **MUST** be directed to **Energy On:**

Phone: +61 3 9544 3333

Email: TheTeam@energy-on.com.au

If you have any further queries, please do not hesitate to contact the Building Manager:
M: 0412 864 821 E: buildingmanager@aurorapirie.com.au

Distribution to third party permitted.

- Occupiers are responsible for providing building access cards/keys to contractors. Responsibility for issued cards/keys remains with the holder i.e. any incident that is attributed to that access card, irrespective to whom they have issued the card, liability will remain with the issued card holder.
- The Corporation may issue Corporation access cards for use **Mon-Fri 0800-1700hrs only**, on behalf of the tenancy, however the tenancy is liable for any incident that is attributed to that access card signatory. Access cards or keys issued by the Building Manger must be signed for when collected, no earlier than 0800hrs, and returned the same day, prior to 1700hrs. Access cards/keys must not be taken off site. Cards not returned will be voided. A replacement fee of \$40.00 applies. Keys not returned will incur a replacement fee, cost varies depending on barrel.
- The Corporation has **one** loading zone car park available. Bookings are essential and subject to availability. Height restriction 2400mm. Contractor access to the car park is only available between 0800-1700hrs Mon-Fri. Any after hour's access is the responsibility of the engaging tenancy.
- All building material entry is via the car park and goods lift #2 **only**. Waste must be removed by same and cannot be left onsite. Use of Corporation refuse bins is not permitted. Any building material found in Corporation refuse bins will be assumed as belonging to the tenancy and an additional waste collection arranged. Cost of the additional waste service will be billed to the tenancy.
- **No entry or removal of any building material, furniture, appliances, joinery, waste etc. is permitted through the foyer entrance.**
- The goods lift (#2) curtains **must** be installed and removed prior to and after use. H: 2200 x W 1000 x D 2000. **Goods lift exclusive use is only available between 9:00am-11:30am & 1:30pm - 4:00pm Mon- Fri.** When in exclusive use, cones or barrier must be positioned to restrict public access to the lift, on both the ground floor and level on which the works are undertaken. Floor protection must be installed in lift and all common area floors and walls must be cleaned of any debris, marks or scuffs caused by contractors.

Any contractors or building occupants requiring afterhours access i.e. prior to 0800hrs and after 1700hrs Mon-Fr or weekends, all the above requirements must be managed and supervised by the engaging tenancy or Authorised User. The Authorised User must be aware of and ensure contractors abide by all Community Corporation 25624 Inc. By-Laws including but not limited to, Emergency Evacuation procedures, including emergency exits, assembly area etc. The Authorised User is responsible for the return of all cards, keys issued to them by the Building Manager or Concierge. Should the Authorised User not be in attendance during any afterhours works any breach of Corporation By-Laws liability remains with the Authorised User.

The Corporation may also impose on the Authorised User an after-hours call out charge of \$75.00 + gst per hour minimum two hour engagement for each weekend, public holiday or after hours attendance, should the Building Manager be required to attend the property to deal with any situation as required.