

# MOVE IN/OUT INDEMNITY FORM

THE BANK  
APARTMENTS

Date: August 2013

Your removalist will be required to fill out the following form. This is to ensure that any damage to common property caused during your move is rectified at the expense of the removalist or the occupant moving in/out.

I/We ..... From .....  
(Employee) (Company Name)

I/We .....moving in/out of .....  
(Owner/Occupant) (Apartment Number)

UNDERTAKE TO TAKE ALL DUE CARE AND DILIGENCE DURING THE MOVING PROCESS.

FURTHER, THE COMPANY / OWNER AGREES TO REIMBURSE THE OWNERS CORPORATION OF **BANK Apartments** ANY EXPENSE INCURRED BY THEN IN REINSTATING TO ORIGINAL CONDITION ANY SURFACE OR ITEM WHICH MAY BECOME DAMAGED OR MARKED BY THE COMPANY'S / OWNER'S ACTIONS. THIS INCLUDES ACCOMPANIED "ONCE OFF" MOVES FOR LARGER ITEMS THROUGH THE FOYER AT BUILDING MANAGERS DISCRETION.

IN THIS REGARD, INSPECTIONS WILL BE CARRIED OUT BY THE OWNERS CORPORATION MANAGER BOTH PRIOR TO AND FOLLOWING THE SUBJECT MOVE.

SHOULD YOU DISAGREE WITH THE ASSESSMENT MADE BY THE OWNERS CORPORATION MANAGER, YOUR IMMEDIATE RESPONSE WILL BE REQUIRED; FAILURE TO RESPOND IMMEDIATELY WILL RESULT IN ALL FURTHER RIGHTS OF APPEAL BEING FORFEITED.

CONDITION REPORT PRIOR TO MOVE		CONDITION REPORT AFTER MOVE	
Outer Glass Doors		Outer Glass Doors	
Stairs		Stairs	
Inner Glass Doors		Floors	
Floors		Walls	
Walls		Lift	
Lift		Lift	
Level ..... Walls		Level ..... Walls	
Level ..... Carpet		Level ..... Carpet	
Date .....		Date .....	
..... Removalist Employee's Signature		..... Removalist Employee's Signature	
..... Owner / Occupant moving in / out		..... Owner / Occupant moving in / out	

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PREPARED BY  
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