



## TO MAKE A BOOKING

1. Go to the McLaren Apartments website, [www.mclarenapartments.com.au](http://www.mclarenapartments.com.au) and register your details with Building Management by completing the 'Resident Registration' form available from the home page.
2. Building Management will then send you a login to Building Link within 24 businesshours, which is the online management system used to manage the building.
3. Residents should then login-in to Building Link via the link available on the home page of the Building's website, click on 'Amenity Reservation' which will show you a calendar with any current bookings, click on 'Add New Reservation' and then select the lift you are wanting to book and your booking times.
4. Building management will then confirm your booking within 24 business hours will send through the cleaner's details so you can organise the lift-lock key.
5. Please contact the cleaner to organise the lift lock-off key no later than 11am on the morning of your move. The cleaner is only onsite until 11am, so will not be able to arrange the key after this time.

Alternatively, for residents that do not want to use Building Link please contact building management via email [management@mclarenapartments.com.au](mailto:management@mclarenapartments.com.au) or 02 7208 9156 and we will arrange the booking for you.

## ON THE DAY OF YOUR MOVE

- Building Management will inspect the area being moved for any pre-existing damage.
- During the move residents are responsible for the actions of their removalists, please ensure they are aware of the moving conditions.
- If there is any damage to the building as a result of the move or other matter not in accordance with the moving conditions, please contact Building Management immediately.
- Upon completion of the move please ensure the area being moved through, including the lift is appropriately cleaned, remove the lift covers and arrange with Building Management to return the lift key.



## **MOVING CONDITIONS & OTHER INFORMATION**

- Trucks and other vehicles are only able to park in designated areas. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times and only your allocated lift is to be used.
- Only 1 apartment per lift is permitted to move at a time.
- For security purposes car park and other doors must only be propped open when in the vicinity of the door. Please do not leave doors permanently propped open.
- Residents must not move items through the ground level foyer, please use the car parking levels.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately.
- No mess (dust, dirt, rubbish, surplus furniture or personal effects) is to be left on common property and any common property hallway or lift used must be vacuumed after the move.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex.
- Any damage to common property will be billed via the Strata Manager to the owner of the property.



# McLaren Apartments

**STRATA PLAN 47495**  
37-39 McLaren Street, North Sydney NSW 2060  
P: 02 7208 9156  
E: management@mcclarenapartments.com.au

## Vehicle Parking

- Trucks and other vehicles being used for moves that don't fit in the car park (>2m clearance) may park just past the car park entrance gate as indicated in the below map.
- Please make sure the tail of your vehicle does not impede resident access to the car park.
- This area is only to be used for parking when booked with Building Management.

