MOVING IN & OUT PROCEDURE

Procedure to be followed in relation to moving in or out:

Please ensure that you are not bringing pets into Koko unless you have previously applied for and received approval.

Please select the removalists with full insurance cover or all the damage made during moving in and out will be the tenants’ responsibility.

* Residents must tell the onsite manager when (date and time) they will be moving in or out at least one week in advance
* No truck parking in the driveway or in pavement. Residents should ask the manager first before parking the truck.
* When moving, please do not hold the lift door open, as it will remain in a locked position and the lift repair company will have to be called. If this happens, it will definitely block your moving and it will also bring inconvenience other residents especially during working hours.
* Please always keep the entry and exit doors closed and do not leave them open with doorstoppers. If you need to leave the door open, then please always have a person besides the open door to prevent unauthorized entry.
* While moving, please be careful to avoid any damage or scratches to the wall, lift ceiling, foyer, and exit signs.
* **After finishing moving, please have a quick tidy up so as to ensure the common areas (the lift, hallway, foyer and footpath) are clean and tidy.**
* Please inform the on-site manager after finishing moving, as the manager needs to do a quick check before you go.
* Moving in or out times are to take place after 9:00am due to lift access and finish before 4pm as well as not to disturb the residence.