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WELCOME TO R.ICONIC

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Dear Resident,

Bluestone (Owners Corporation Manager) and National Facility Services (Building Manager) welcome you to your new Apartment at R.Iconic, South Melbourne. R.Iconic uses BuildingLink, your online Building Management portal that manages the administrative functions of R.Iconic and lets us connect with you and the R.Iconic community and this letter outlines the pre and post Settlement steps. We are looking forward to meeting you!

NFS Building Management Team

Building Manager: Richard Weeks
 R.Iconic Apartments
 259-273 Normanby Road, South Melbourne VIC 3205
 Mobile: +61 499 009 455
 Email: bmriconic@buildingmgr.com.au

Concierge
 R.Iconic Apartments
 259-273 Normanby Road, South Melbourne VIC 3205
 Mobile: +61 499 009 477
 Email: conciergericonic@buildingmgr.com.au

Before Settlement

Step	What happens	What you need to do
1	Complete the Resident Registration Form	<ul style="list-style-type: none"> Fill in the attached Resident Registration Form. If you will be living in your apartment, add the details of all purchasers on the contract of sale and any other people who will be living in the apartment. If you will be renting your apartment to tenants, add the details of your Property Manager. Email the completed form to: bmriconic@buildingmgr.com.au and conciergericonic@buildingmgr.com.au
2	We will setup your Apartment/s including access to Building Link which we will send to you following Settlement.	<ul style="list-style-type: none"> No action required



After Settlement

Step	What happens	What you need to do
1	We receive notice that Settlement has taken place	<ul style="list-style-type: none"> No action required
2	Make a Move-in Reservation	<ul style="list-style-type: none"> You must make a reservation for your move-in via BuildingLink. Only confirm your removalist booking once you have received email confirmation of your move-in reservation. You must email your removalist's Public Liability Certificate of Currency to the Building Manager prior to your move-in: bmriconic@buildingmgr.com.au – if you don't, your removalist will not be permitted in the Building
3	We will email BuildingLink login details to you with the R.Iconic Welcome Pack	<ul style="list-style-type: none"> Download the app and log in. The Welcome Pack includes information about utility connections (power and water) and how to access your building's facilities – please read this.
4	Collect keys and fobs	<ul style="list-style-type: none"> You must make a reservation with your Building Manager / Concierge via BuildingLink to collect your keys/fobs/car park remotes. On collection you will need to provide proof of identification (Australian Drivers Licence or Passport.)
5	Book a Move In	<ul style="list-style-type: none"> All furniture being moved into your Apartment must be via the Woodgate Street lobby dedicated lift – this lift is only available for moving when a time is booked via Building Link. Bookings are available in two hour timeslots, initially from 8am – 7pm, 7 days per week. It is critical that you commence and complete your move in on time as per your booking. You will be required to sign an Indemnity Form to cover any damage you or your removalists may make to common property.
6	Attend a Building Induction	<ul style="list-style-type: none"> You must make a reservation for a Building Induction via BuildingLink. All new residents must complete a short Building Induction to learn about the key building features, access, safety & security. If time permits, the Building Induction will take place when you collect your keys/fobs. A further induction of further building amenities will be co-ordinated when they become available. Access to these amenities will not be permitted until this additional induction has been completed.

RESIDENT INFORMATION FORM

RESIDENTS ARE REQUIRED TO COMPLETE THIS FORM. THIS IS TO ENSURE THE BUILDING MANAGER HAS ACCURATE RECORDS OF ALL RESIDENTS IN THE BUILDING, AND FOR YOUR SAFETY.

Owners Corporation PS812023L R.Iconic South Melbourne						
APARTMENT NUMBER:			<input type="checkbox"/> OWNER		<input type="checkbox"/> TENANT	
RESIDENT FIRST NAME:			RESIDENT SURNAME:			
MOBILE:			EMAIL:			
EMERGENCY CONTACT NAME:			EMERGENCY CONTACT MOBILE:			
IF APARTMENT IS LEASED (PLEASE SEND COPY OF YOUR SIGNED LEASE)						
AGENT FIRST NAME:			AGENT SURNAME:			
AGENCY NAME:						
AGENT MOBILE NUMBER:			AGENT EMAIL:			
VEHICLE DETAILS (ONLY ONE CAR PER CAR SPACE PERMITTED)						
CAR 1:	YEAR:	COLOUR:	MAKE:	MODEL:	REGO:	CAR SPACE:
CAR 2:	YEAR:	COLOUR:	MAKE:	MODEL:	REGO:	CAR SPACE:
PETS						
PETS (INC. ID DETAILS, NAME, BREED):						
ACKNOWLEDGEMENT						
RESIDENT SIGNATURE:			DATE:			

Note: This forms part of the move in procedure and required to be filled in and **RETURNED TO THE BUILDING MANAGER ASAP** or emailed to bmriconic@buildingmgr.com.au.