**Information Guide for Letting and Sales Agents**  **December 2021**

Could agents please assist with each sale or letting by following the procedure below to avoid confusion or disappointment with regards to Cammeray Place procedures.

Current copy of all documents referred to below are available on the Cammeray Place website.

**1. Documentation:**

a) We recommend that you direct all prospective Buyers or Tenants to our website [www.CammerayPlace.com.au](http://www.CammerayPlace.com.au) to make themselves familiar with our **Residents Information Guide (FAQ’s)** and our **Bylaws** before they sign any legally binding document with regards to our requirements.

b) Could you please complete the **New Owner or Occupier Details Form** on the website including importantly the audit of security devices segment and return by email to Building Manager and Strata Manager as indicated.

c) Advise Building Manager at least 72 hours in advance of moving in or out dates so Loading Dock can be booked and lift protection covers erected to avoid truck being turned away as only one movement per day is allowed.

d) Make sure to advise any Resident moving that they and their removalist understand and adhere to the **Moving In / Out Instructions** on our website.

e) Dimensions regarding doors, lift and ideal size removalist truck are contained in those instructions.

f) Should any keys, fobs or remotes replacements be required, use **Security Devices Order Form** on our website

**2. Display Signage for Sales and Lettings:**

**For Sale or To Let Signs** – The size and positioning of notices are as follows:

Signs up to 1.1 m x 1.8 m in either landscape or portrait mode can be attached with electrical ties to the slatted gates that enclose the substation on Palmer Street but must be positioned in such a way as not to impede the opening or closing of those gates.

The sign can be in position for no longer than five weeks, whether the sale is by auction or private treaty or 1 week after the contracts are exchanged, whichever occurs first.

Agent’s sandwich display boards are also permissible and can be placed in the entrance way to the building during inspection times only.

**3. Building Managers:**

Part time Builder Managers being Kristal Property Services are now employed by Cammeray Place and are available to answer or respond onsite if required to your enquiries.

Kris Pruszynski Mob: 0401 233 995 Office: 8036 5590 CammerayPlace@Kristal.net.au Joanna Seremet Mob: 0466 289 303 Office: 8036 5590 CammerayPlace@Kristal.net.au

**4.** **Locksmith:**

a) Should your tenant be locked out during business hours, they can hopefully access your keep copy. b) The exclusive use after hours 24/7 locksmiths for Cammeray Place details are in Residents Information Guide (FAQ’s) and also on signage near front door. c) As this is a security keyed building, any replacements are only through our designated suppliers so please complete and submit Security Devices Order Form on website to Building Manager for execution.

d) **Locked Out:** 9418 9277 24 hour emergency service

e) **Key Replacements:** Locksmiths and procedures as per Security Devices order form on website.

f) **Security Swipe Fob Replacements:** via Security Devices Order Form on website.

**5. Trades Guide:**

Appliances Barry Marzdani 0491 167 213 Oven, cook top, refrigerator, dishwasher, Repairs & Service washing machines and dryers.

Air Conditioning Meridian Air Con 9818 8670 Raphael

Carpet Cleaning Drymaster 1300 662 188

Electrician Camco Electric 0404 850 295 David Campbell

Handyman Michael Maloney 0403 850 285

Locksmith See detail above

Plumber D & N Plumbing 9457 9000

**6. Contacts:**

Building Managers: Kris Pruszynski CammerayPlace@Kristal.net.au 0401 233 995

 Joanna Seremet CammerayPlace@Kristal.net.au 0466 289 303

Strata Manager Strata Partners Info@StrataPlus.com.au 8198 8500

Cammeray Place Website: [www.CammerayPlace.com.au](http://www.CammerayPlace.com.au) Info & Forms