

# MOVING INTO WATERFRONT APARTMENTS

## Welcome to Waterfront Apartments!

To book a move-in time at Waterfront, you will need to be set up on the online portal, Building Link. Once you have been set up with a login for Building Link you will be able to book in a move-in time.

### STEP 1:

To be set up on the Building Link, please email through the below details for each person who will be residing at Waterfront to the Building Manager:

**[waterfrontbm@nationalfacilityservices.com.au](mailto:waterfrontbm@nationalfacilityservices.com.au)**

### Apartment Number:

### Owner/s or Tenant/s Details

First Name

Last Name

Email:

Mobile:

### If Applicable: Agent Details

Company Name:

First Name:

Last Name:

Email:

Mobile:

Once you have provided the above information, the Building Manager will set you up with a login to Building Link and provide details on how to book the move-in time at Waterfront.

### STEP 2:

Once you have received your login details, you must book your move-in times and furniture deliveries. Please note, move in times are between 8am-4pm Monday to Friday and 9am to 5pm Weekends and Public Holidays.

### Step 3:

Once you have completed your move in please book a building induction through Building Link to gain access into the common area facilities and learn about the building and the procedures that are implemented at Waterfront Apartments.