

Departing Resident Checklist

Whether the apartment has a terminating lease or there are residential changes in an existing lease, all of the following (may) apply.

- ☐ Advise the Body Corporate Facilities Manager of forecast moving date.
- ☐ Arrange with the Facilities Manager to uplift the Lift Lock-off Key; this key gives you control of the lift on moving day so:
 - a) The lift will not be called by others whilst you are loading/unloading your possessions; &
 - b) the lift doors will not attempt to close on you whilst loading the lift
 - c) Do not stop the lift doors closing with your hand or chocking them open.
- ☐ Arrange for a Final Power Reading from the Facilities Manager (if required)
- ☐ Please remember that the Rubbish Room is not to be used for disposing of unwanted possessions but for domestic (kitchen and daily waste) only. Please make alternate arrangements to dispose of these items – either
 - a) **Sell** (or give away)
 - * Online (TradeMe)
 - * Second hand shops
 - b) **Recycle**
 - * Clothes, Furniture etc (Salvation Army etc, donor bins @ the New World Supermarket)
 - * E-Waste (Old computers, TVs, etc): Sustainability Trust Centre, Forresters Lane [off Tory St.]
 - * Happy Valley Recycle Centre or tip
 - c) **Take it with you.**
- ☐ If there is a car park allocated to your apartment, please clean up any leaked engine or transmission oil that may have happened during your residency. (After degreaser agent is applied, it does need to be mopped dry.) Consider using the buildings contractors as they have the scrubbers & wet vacuums.
- ☐ Arrange a Forwarding Address for all postal mail
 - a) Set up a <<http://www.nzpost.co.nz/receiving-mail/redirect-mail>> Redirection with NZ Post (Small fee for this service)
 - b) Leave a forwarding address in the vacant apartment.
- ☐ Make sure that the common area is cleaned of moving generated markings (barrow tire marks on the tiles etc). Advise Facilities Manager of any other marks that may need professional attention to clean or repair.
- ☐ Notify the Body Corporate of any damage caused to the common area through moving furniture or personal belongings.