

New Resident's Checklist.

- ☐ Read and absorb the Body Corporate Rules,
- ☐ Advise the Body Corporate Facilities Manager
 - a) That the Residents section of Property Manager's / Landlords "Proforma Document" has been signed
 - b) Of the 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.

☐ **Apartment Power Connection;**

If your preferred Power Company will accept a new account or transfer your existing account to your new apartment address with a meter start reading, the BC can give you a meter start reading with reasonable notice from you.

☐ **Apartment Telecoms/Broadband;**

Place an order for your Telecoms/Broadband connection early as you may need to wait for a connection to become available.

Ask for the Service Order Number and advise the Facilities Manager of this and when this is expected to be installed – Chorus may also need access to the telco cable termination room to undertake commissioning checks.

☐ **Disposal of Waste Packaging.**

Please remember that the Rubbish Room is not to be used for disposing of unwanted possessions but for domestic (kitchen and daily) waste only.

Cardboard packaging can be recycled as long as:

- a) Plastics, polystyrene and metal components are all separated from the cardboard packaging, and the
- b) Cardboard packaging is to be opened up, flattened and stacked flat in the yellow bin provided.

At all times, the daily apartment volume of general/domestic waste is limited to what would fit into two tied off plastic supermarket carry bags;

☐ **Following Moving In:**

- a) 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.
- b) Notify the Body Corporate of any damage caused to the common area through moving furniture or personal belongings