

Departing Resident Checklist

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

1. Advise the Body Corporate Facilities Manager

- a) Of the intended moving date

2. Where there is a car park allocated to the apartment.

- a) The car park area is cleaned of any leaked engine or transmission oil that occurred during the residency.
- b) The car park is cleared of general rubbish and brushed clean of dirt.

3. Excess or Unwanted belongings

- a) Make alternative arrangements to dispose of unwanted household or personal items that cannot be legitimately be disposed of in the Forte Apartments rubbish facility.
- b) Excess apartment waste left to be disposed of by the Body Corporate and the cost (including management time) will be on-charged to the property owner. (– either)

Privately Sell (or give away)

Online (TradeMe)

Second hand shops

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]

Happy Valley Recycle Centre or tip

Take it with you.

4. 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.

5. Final Power Reading

- a) Arrange with your power company for a final reading of your power meter.
- b) Ensure that your property manager has your billing ICP for the next tenant - resident.

6. Following Moving Out:

- a) Make sure the common area has been cleaned of moving generated spills and markings (including barrow tire marks on the tiles etc).
- b) Advise the Facilities Manager of any other marks that may need professional attention to clean or repair.