

New Resident's Checklist.

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

- 1) The Galleria Apartments BC Rules have been read and understood
- 2) Advise the Body Corporate Facilities Manager
 - a) That the Residents section of Property Manager's / Landlords "Proforma Document" has been signed
 - b) Of the intended moving date,
- 3) Lift Lock-off Key & Covers
 - a) Arrange with the Facilities Manager to uplift the Lift Lock-off Key; this key gives you control of the lift on moving day so:
 - b) The lift will not be called by others whilst you are loading/unloading your possessions; &
 - c) the lift doors will not attempt to close on you whilst loading the lift

Do not stop the lift doors closing with your hand or chocking them open.

- 4) **Apartment Power Connection;**
 - a) 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,
 - b) Obtain your Apartments ICP from the apartments landlord/property manager
 - c) Where reasonable notice from you, the BC can give you a meter start reading.
- 5) **Apartment Telecoms/Broadband;**
 - a) Place an order for your Telecoms/Broadband connection early as you may need to wait for a connection to become available.
 - b) 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.
- 6) **Disposal of Waste Packaging.**
 - a) Please remember that the Rubbish Area is not to be used for disposing of unwanted possessions but disposing of domestic (kitchen and daily) waste only.
 - b) Cardboard boxes are to be completely opened and flattened before placing in the waste rubbish; excessive packaging needs to be disposed of separately

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;

- 7) **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