

# DEPARTING RESIDENT CHECKLIST

Please refer to the following guide when moving out of an apartment.

## Moving Out

- Before moving out, please email the Body Corporate Facilities Manager and confirm your moving date; this needs to be 3 – 5 working days in advance of moving.
- Arrange with the Facilities Manager to uplift the Lift Lock-off Key; this key gives you control of the lift on moving day so the lift will not be called by others whilst you are loading/unloading your possessions; use of the lift lock-off key will prevent the lift doors from closing whilst loading the lift; under no circumstances place items in the doorway to prevent them closing.
- Whilst the lift doors close, do not attempt stop them closing with your hand, this may result in injury, damaging the door mechanism and faulting the lift.

As a reminder the Rubbish Room is only for domestic (kitchen and daily) waste only and is not to be used for disposing of unwanted inorganic possessions. Please make alternate arrangements to dispose of these items – either:

### ✓ Sell

- Online (Trade-Me)

### ✓ 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.]  
or
- Happy Valley Recycle Centre.

### ✓ Take it to the Transfer Station

## Following Moving Out

- Clean up any mess in the common areas caused because of the move.
- Notify the Body Corporate Facilities Manager of any damage caused to the common area through moving furniture or personal belongings, or any other marks that may need professional attention to clean or repair.
- 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.
- Set up a [Redirection with NZ Post](#) (Small fee for this service); leave a forwarding address in the vacant apartment.