

NEW RESIDENT CHECKLIST

Before Moving into your new apartment, all residents are asked to read and absorb the Body Corporate Rules, as well as the useful content found in this apartment complex website.

Moving In

- Before moving in, 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.

Following Moving in

- 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.

Disposal of Waste Packaging

- People moving onto the complex are asked that packaging is not disposed of in the rubbish facilities, but needs to be removed off site by those moving in. Removal firms that pack will also pick up & remove transit packaging.
- 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.

Apartment Power Connection.

- Your apartment is supplied power to you via a power company, EMP, that works with buildings that have a private electricity network, giving you great prices and service options.
- The nominated supplier is EMP. You will need to sign up via the [EMP Joining Form](#). For any questions, please contact EMP on 0800 890 112 or email help@emp.net.nz
- Power meters are locked away with no available access to residents. Meter readings can be arranged with reasonable notice before moving in or out, all other meter readings are available by a request to the facilities manager and do come with a service charge.
- Your Power Meter ICP number may be available on this website under *general / ICP register*. Otherwise ask the owner/landlords/property manager of the apartment to supply this to you.

Apartment Telecoms/Broadband

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