



Arrival Checklist

Checklist	Do you know...	Check
Property Tour	Intro & inspection of the property	
Paperwork	<ul style="list-style-type: none">• Contract signing• Payments (Security Deposit)	
Apartment Guidebook	Where it is this located?	
Maintenance Request	<ul style="list-style-type: none">• How to request a repair?• Contact information for maintenance.	
Emergency Contact	Who to call in case of an emergency?	
Locks/Keys	<ul style="list-style-type: none">• How many sets?• <u>Check keys open the following</u>• Front Door (auto lock) DON'T LEAVE KEYS INSIDE DOOR• Building Front Door - Portone• Windows	
Mailbox	<ul style="list-style-type: none">• Citofono / Door buzzer (how to use, reassign name)• Mailbox key	
Recycling/Garbage	<ul style="list-style-type: none">• Where recycling and garbage may be deposited?• On which days/what hours can you take out recycling/garbage?• Where can you get more recycling/garbage bags?	
Building Rules	<ul style="list-style-type: none">• Quiet Time 13:00-16:00 and 22:00-7:00• Stairwell• Smoking Area• Bike area	
Electricity	<ul style="list-style-type: none">• Where is the breaker box?• Meter reading	
Gas	<ul style="list-style-type: none">• Where is gas mains valve?• Meter reading	
Wifi Instructions	The login/password?	
Heat/Hot Water	<ul style="list-style-type: none">• How to reset the hot water heater if there is no hot water?• Radiator function and thermostat.	
Water	Location of water mains valve?	
Appliances	<u>How to use</u> <ul style="list-style-type: none">• Dishwasher• Washing machine• Dryer• Air conditioning• TV	