



Arrival Checklist

| Checklist | Do you know... | Check |
|---------------------|---|-------|
| Property Tour | Intro & inspection of the property | |
| Paperwork | Contract signing Payments (Security Deposit) | |
| Apartment Guidebook | Where it is this located? | |
| Maintenance Request | How to request a repair? Contact information for maintenance. | |
| Emergency Contact | Who to call in case of an emergency? | |
| Locks/Keys | 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 | Citofono / Door buzzer (how to use, reassign name) Mailbox key | |
| Recycling/Garbage | 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 | Quiet Time 13:00-16:00 and 22:00-7:00 Stairwell Smoking Area Bike area | |
| Electricity | Where is the breaker box? Meter reading | |
| Gas | Where is gas mains valve? Meter reading | |
| Wifi Instructions | The login/password? | |
| Heat/Hot Water | 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> Dishwasher Washing machine Dryer Air conditioning TV | |