



New Resident Checklist

Unit # _____

(Review with HTCA Representative)

_____ Information Request Form

_____ Review CC&Rs (ARC requirements)

_____ Front Entry Setup in Kantech

-Copy of Entry Instructions - Key Cards Recorded in HUB

_____ WiFi passcode provided upon request (request at office)

_____ Provided by previous owner at closing (HT has no access):

1) Mailbox keys

- packages will arrive in card room.

2) Storage keys

- storage area located in garage.

3) Garage door opener - please do not use the opener when exiting.

a. Review vehicle record for assigned parking spot.

b. Provide parking sticker for vehicle.

_____ Reminder: No pets, no smoking on property

_____ Home insurance (update binder, copy declaration page).

_____ Move-In day scheduled: _____ Elevator lockout key issued for 3 days.

(note: use P3 garage door to move in furniture, NOT THE MAIN LOBBY)

_____ HOA dues payment reviewed, website for HTCA: <https://www.htca81506.net/>

_____ Vendors list found to be reliable by HOA members.

_____ Property Tour: -Storage Area -Car Wash -Trash/Recycling -Amenities

-Water Heater/HVAC (utility closet) -Smoke Detectors (permanently installed)

Notes/Follow up:

Date Completed _____ HTCA Representative: _____

Owner Initials: _____