



Induction for New Residents

Date: _____

Resident Name: _____

Apt number: _____

Key points

- * Noise issues and anti social behaviour
- * No eating or drinking in common areas
- * Building Management hours
- * Access to your floor, all car parks and ground floor
- * Rubbish, recycling and bagged garbage in refuse room
- * No water /item should fall from your balcony, except rain water

Car Park Procedure

- * Your Parking Bay or Bays are _____
- * A permit needs to be on your car at all times
- * Speed in the car park is 10km and head lights are to be on.

Discuss Common area facilities

- * Pool / Gym / Sauna – open 24 / 7 no drinks
- * Mail Room – location – mailbox key
- * Visitor's entry using Intercom
- * Parcel deliveries & newspapers – explain the system.
- * Smoke to be ventilated out of apartment, not into corridor
- * Emergency evacuation, Exits and meeting point
- * Spare key to the apartment.
- * Discuss Move In / Out Procedure via Blakeney Pl door and booking the lift
- * Any Questions

The House rules and the Owners Corporation rules are available on the building web site, <http://www.clarendontowers.com.au>

Please take the time to read and understand all the rules

(Both the staff member & the resident to sign at the completion of the induction)

Staff member _____

Resident: _____