**Interview Checklist for Prospective New Residents**

* Introductions
* Review & Clarification of Interrogatories (Who Will Reside, Full /Part Time, Mortgage, etc.)
* Review of Association Rules and Regulations (sign to acknowledge)
* Highlighted Rules (i.e. Smoking, Catwalks, Guests, Rentals, etc.)
* Other Important Information:
  + Storage Areas in Laundry Room
  + Garbage Collection Days
  + How to Call-In Visitors
  + Bulk Trash
  + Water Valve Shut-Offs
  + Mailbox Keys
  + How to Get Bar Code for Auto
  + How to Set Up 3 Separate Payments
  + How to Get Copy of Condo Documents
  + COA and ID Office
  + Moving-In Deposit, Use of Elevator, etc.
  + Notices on Bulletin Board
  + Annual Meeting / Elections
* Absence from Condo – Condo Sitter, Preparations for Hurricane Season
* Parking Rules and Regulations
* Water Heaters / Water Damage
* Air Conditioning and Electricity
* Condo Improvements and Permit Requirements, Rules for Contractors Working in the Building
* Condo Living for First-Timers
* Internet Permission Form & Permission to Include E-mail / Phone # in Directory
* Collect Key to Condo for the Board
* Personal Data Sheet with Emergency Contacts, etc.