

# COLCHESTER PROPERTY MANAGEMENT

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## WHAT YOU NEED TO DO IN THE FIRST FEW DAYS:

1. Check the inventory and return a copy to Margaret with any comments you wish to make.
2. Take readings of the water, gas and electricity meters positioned:  
.....  
.....  
.....
3. Decide jointly with others in the house on your choice of suppliers of gas & electric utilities and apply for a connection. Previous students used:  
.....  
.....
4. Anglian Water will write to you with a ‘Welcome Pack’ in the next few days after your arrival.
5. As a student you will not be required to pay Council Tax and your names have already been submitted to the Council for exemption.
6. Check the Council timetable for rubbish collection days:  
[www.colchester.gov.uk/recycling-and-rubbish/](http://www.colchester.gov.uk/recycling-and-rubbish/) .  
Also check what you can recycle:  
Green week: <https://www.colchester.gov.uk/info/cbc-article/?catid=putting-your-rubbish-out&id=KA-01046>  
Blue week: <https://www.colchester.gov.uk/info/cbc-article/?catid=putting-your-rubbish-out&id=KA-01029>
7. Please read the “Polite Notice ...”
8. Note the position of water stop cocks.

**IMPORTANT:** Please read the leaflet on fire prevention and appoint someone to check the smoke alarms weekly and enter the date in the **log book**