

## 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 & wifi utilities and apply for connections. Previous students used:  
.....  
.....
4. Anglian Water will write to you with a ‘Welcome Pack’ in the next few days after your arrival.
5. If you are a student you will not be required to pay Council Tax and you have already been exempted. If you are NOT a student you will liable for Council Tax, please speak to Margaret for what you should do.
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:
7. Please read the “Polite Notice ...”
8. Note the position of water stop cocks.
9. Chopping board & worktop saver (Trivit) **PLEASE USE AT ALL TIMES & DO NOT PUT HOT PANS ON WORKTOPS (EXPENSIVE DAMAGE COULD RESULT: replacement £500)**
10. **Please note your Agreement states the number of people allowed in this property is 5 & room sharing is not allowed to comply with HMO regulations.**

**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**

