

COLCHESTER PROPERTY MANAGEMENT

MARGARET SHIPLEE – CPMLETS

5 Peters Grove, Capel St Mary, Ipswich, Suffolk IP9 2XF
Telephone: 01473 311133 Mobile: 0759 2034398
Email: margaret@cpmlets.co.uk Website: www.cpmlets.co.uk



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:
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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:
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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/ . Also check what you can recycle: [Colchester Borough Council](http://www.colchester.gov.uk/recycling-and-rubbish/)
7. Please read the “Polite Notice ...”
8. **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**
9. Note the position of water stop cocks.