

Dear Valued Resident,

WELCOME TO YOUR NEW HOME! We are excited that you have decided to make Balfour Beatty Communities your home. We would like to take a few minutes to familiarize you with some of your homes' features. Please let us know if you have any questions, concerns, or need assistance.

Safety and Feature Checklist:

Resident Initials

- _____ Thermostat
- _____ Flourescent Light Bulb Information/Exchange Program Explained
- _____ Furnace Filter - Location and Instruction. Please do not store items in utility closets or in front of furnace or water heater.
- _____ Appliances: Range, Dishwasher, Garbage Disposal, Microwave (if applicable), and Ice maker (if applicable)
- _____ Window Clings (if applicable) DO NOT REMOVE
- _____ Fire Stops (if applicable)
- _____ Fire Extinguisher
- _____ Smoke Alarms
- _____ Carbon Monoxide Detectors
- _____ Water Shut Off Valves
- _____ Circuit Breaker Box
- _____ Gas Shut Off Valve
- _____ Cabinet and Countertop Care and Maintenance Procedure Received
- _____ Discrepancy Notice Procedure Explained
- _____ Weapons – All weapons must to be registered at the 30 SFS Pass and Registration Office within 48 hours of moving in or within 3 business days after obtaining a weapon.