

Town Shores of Gulfport # 214, Inc.
Manchester House
New Occupant Orientation Checklist

_____ Unit # Name _____ Phone # _____
_____ Owner _____ Renter _____ Long-term Guest

As a new owner, renter or long-term guest, there are things you should know to make your time here go smoothly, to protect the building and to ensure positive interactions with your neighbors.

_____ Parking Lot Use Your parking space is # _____

_____ Trash Room Rules

_____ Laundry Room Rules

_____ Storage Bin and Rooms Your storage bin is # _____

_____ Bikes and Kayaks (Amenities Form on Manchester Website)

_____ AC Maintenance (1 cup of Vinegar or Bleach down the pipe each month)

_____ Changing your air filter

_____ Closing Your Condo _____ Storm Preparation

_____ Use of Building common areas

_____ Patio Area _____ Herbs and edible plants _____ Grill Use

_____ No items allowed on walkways (This is a fire safety rule. You may temporarily sit on a chair, but it must be taken in when you are done using it.)

_____ Chairs and tables on balconies (Explain balconies. This is also a fire safety rule. Each floor may have up to two small table w/two chairs sets, one in each balcony corner.)

_____ Manchester Book Nook

_____ Availability of touch-up paint for front doors and trim

_____ Websites

- townshorescommunity.com – At this site you set up an account which allows you to see Town Shores Master Association and Building Documents, as well as picture and community information. You can also sign up to receive email from the Master.
- condominiumassociates.com (Owners only) – Here you set up an account to log into our Finance company's system. You will be able to see the status of your account, make payments if you choose and review posted financial documents.
- facebook.com/groups/manchestertmp/ - This is a private Facebook group for Manchester residents and a few relatives and close friends. You must request to join.

_____ Annual Meeting and Candidacy for Board of Directors (Owners only)

Each of the topics above have been reviewed to my satisfaction.

Date: _____ **Owner** _____ **Interviewer** _____

Owner _____ **Interviewer** _____