



## MOVE IN Checklist for Homeowners

### REQUIRED

- Call Chelan County PUD to transfer power bill
- Call City of Chelan to transfer water and sewer bill
- Register your appliances to establish ownership
- Keep a list of any repairs or defects that need attention when you move in. If it's an issue that needs immediate attention, reach out to CVHT and the contractor right away. If it can wait, keep a running list. Contact CVHT and contractor in 30 days with your list and CVHT will arrange for any warranty repairs with the contractor if this has been agreed upon with the contractor. Check in again at 11 months if additional items are identified.
- Set up garbage service with the City of Chelan or Zippy or have means to dispose of trash per CC&Rs.
- Work with CVHT and neighbors to schedule and attend annual required neighborhood meetings per the CC&Rs.
- Read the [Late Lease Fee Schedule](#) and ensure you understand how and when your Lease Fee payment is being made.
- **IMPORTANT:** Ensure the following information has been submitted to CVHT
  - Proof of home insurance and insurance binder naming CVHT as additional insured.
  - Proof of payment of taxes
  - Open Communications Agreement
  - Commitment to CVHT Mission Agreement

### OPTIONAL

- Consider extending warranties for your appliances
- Set up recycling service with City of glass and e-cycle pick up programs
- Contact Local Tel or Frontier or other providers to set up local internet.