

## Buyer's Checklist

- \_\_\_\_\_ **Prior to closing** review **Smart Home Issues** and **Smart Home Checklist** with the sellers, if possible.
- \_\_\_\_\_ **Prior to closing** notify utility providers to start services on the closing date.
- \_\_\_\_\_ Pickup the Entry Gate “clicker” from the closing attorney and/or the “**Temporary Gate Code**” from the **Gates Information for New Residents** page (later in this packet) so you can open the gate.
- \_\_\_\_\_ **Send completed forms from the closing** to the Corporate Secretary:
  - \_\_\_\_\_ ACH Deposit Authorization (monthly assessment)
  - \_\_\_\_\_ Voting Certificate
  - \_\_\_\_\_ Owner Information
  - \_\_\_\_\_ Winter Months Contact Information, if applicable
- \_\_\_\_\_ **Notify the Gates Committee** ([BRCA.Gates@gmail.com](mailto:BRCA.Gates@gmail.com)) of your move-in date so the **service** gate will be open when your moving van arrives.
- \_\_\_\_\_ If you have re-keyed/replaced the lock(s) or added/changed alarm systems, provide the key(s) and instructions (to turn off the alarm) to the Corporate Secretary.
- \_\_\_\_\_ If an **exterior garage keypad** is present, change the code using the instructions provided by the seller. You may want to change the **garage door openers'** code as well.
- \_\_\_\_\_ Review your options for accessing the Handbook by reading the **Handbook: New Owner Handbook Options** flyer.

Ensure the following are provided at closing or present in the Unit:

- \_\_\_\_\_ Beaverdam Run Official Handbook (not present if seller used website)
- \_\_\_\_\_ Mailbox keys# (2) and at least one extra house key
- \_\_\_\_\_ Key to Clubhouse/Log Cabin\* (2; same key **opens both** buildings)
- \_\_\_\_\_ Garage door openers^ (2) & exterior combination (if any) with manuals
- \_\_\_\_\_ Entry Gate “clicker”\* (2)
- \_\_\_\_\_ Location of the following information about the Unit:
  - \_\_\_\_\_ Documents about alterations, receipts, etc.
  - \_\_\_\_\_ Screen/storm door inserts and operating information (if present)
  - \_\_\_\_\_ Light switch(es) in crawl space (if present)
  - \_\_\_\_\_ Shut-off valve(s), if present, for hose bib(s)
  - \_\_\_\_\_ **Interior** water main turn-off
  - \_\_\_\_\_ Operating information (appliances, gas logs, etc.)

\* Notify Corporate Secretary if these items are missing or more are needed.

# Mailbox lock/keys may be purchased from Lowe's or the Post Office.

^ Garage door openers may be purchased at Home Depot or Lowe's.