SPRINGFIELD PARK PLACE

NEW RESIDENT CHECKLIST

Use this checklist as you get settled into the community. Some items may not apply.

CONTACT & RESIDENT INFORMATION

- ☐ Verify household names, phone numbers and email addresses with Management.
- ☐ Complete the Annual Census Form.
- ☐ Confirm mailing address for Association correspondence.

VEHICLES & PARKING

- ☐ Review parking rules and assigned parking information.
- ☐ Complete vehicle registration to obtain a U-Pass access sticker.
- ☐ Display required U-Pass sticker on each vehicle.
- ☐ Review guest and overnight parking procedures.

IMPORTANT DOCUMENTS & RESPONSIBILITIES

- ☐ Review insurance requirements and submit proof of insurance.
- ☐ Keep Association rules, policies and notices for reference.
- ☐ Review maintenance responsibilities and seek approval before exterior modifications.

PETS

- ☐ Register pets with Management, if required.
- ☐ Review leash, cleanup and common-area pet rules.
- ☐ Keep pet identification and contact information current.

TRASH, RECYCLING & BULK WASTE

- ☐ Review regular garbage and recycling procedures.
- ☐ Learn permitted collection set-out times and locations.
- ☐ Review Township bulk waste guidelines before disposing of large items.

COMMUNITY & AMENITIES

- ☐ Review pool, clubhouse, court and other applicable amenity rules.
- ☐ Bookmark the community website for news, events and forms.
- ☐ Review important contacts and emergency information in this folder.

Resident name: _____ Unit #: _____ Date: _____

MANAGEMENT OFFICE HOURS

Monday–Friday 8:30 AM–4:30 PM | Closed for lunch 1:00–2:00 PM