

# Homeowner Occupancy Checklist

## 3-6 MONTHS PRIOR TO OCCUPANCY:

- If you have not already done so, research and retain a lawyer to complete your closing.
- Provide your lawyer's contact information to RioCan Living.
- Notify your lawyer and financial institution of the firm occupancy date as soon as it has been provided to you.
- If you are selling your current home, speak with your Realtor® and discuss best timing to list.
- If you lease your current home, you must give your landlord 60 days notice of moving out.

## 2 MONTHS PRIOR TO OCCUPANCY:

- Confirm your Pre-Delivery Orientation (PDO) appointment. You will be contacted by a member of our Customer Care team with a proposed date.
- Book your move-in date with your moving company.
- Schedule the moving elevator and loading dock access (if applicable) through your Property Manager.

## UP TO 1 MONTH PRIOR TO OCCUPANCY:

- Complete your PDO with your Customer Care Representative.
- Obtain home insurance for your personal belongings, unit upgrades, living expenses and liability coverage.
- Update your mailing address with all service providers including your driver's license, auto insurance, health insurance, Canadian Revenue Services, your place of employment, etc.
- Sign up with your utility providers (hydro, electricity, internet etc.) ahead of your Occupancy Date.
- If you are moving in during the interim occupancy period, please ensure you meet with your lawyer to complete all necessary paperwork and submit post-dated occupancy cheques.
- Update your mailing address with all service providers including your driver's license, auto insurance, health insurance, Canada Revenue Services, your place of employment, etc.

**Note:** We recommend signing up for mail forwarding with Canada Post for at least 3 months past the occupancy date. Families with children - notify school of your move and register your children in their new school (if applicable).

## ON YOUR OCCUPANCY DATE

- Receive confirmation from your lawyer that your closing documents have been accepted and keys have been released.
- Pick up your key package at the Property Management office.

**Note:** Please bring two forms of government-issued ID. Acceptable forms of ID include driver's license, passport, Canadian citizenship card, Canadian permanent resident card or provincial photo ID card.

- Review all condo documentation, including the Declaration, Bylaws and Rules to familiarize yourself with your new community.

## POST OCCUPANCY

- Review our Homeowner Maintenance Tips to learn how to properly maintain your home and preserve your warranty coverage.
- Sign up for a MyHome account on [Tarion.com](https://tarion.com) to submit your 30-Day Form of outstanding deficiencies.
- Ahead of your Final Closing Date your lawyer will advise you of any documents you need to provide and actions to be taken. These include securing your financing (ex. mortgage).
- Enjoy your new home!

**Note:** For any service requests or concerns you may have, please contact our Customer Care Team.