

Move-in Check List & Tips

Welcome to The Manors of Inverrary XII!

Dear Resident,

Welcome to your new home at The Manors of Inverrary XII! We are delighted to have you as part of our community. This move-in package is designed to help you settle in smoothly and make the most of your new residence.

Contact Information & Office Hours

We strive to be accessible and responsive to your needs. Here's how you can reach us:

- **Office Hours for Walk-ins:** Monday to Friday (Except Holidays) from 11:00 am to 2:00 pm.
- **Appointments Only:** Visits outside of these hours are by appointment only.
- **Text Message or Email:** 954-866-5773
- **Email:** officemanors12@gmail.com

Note: After 6:00 pm, response times may be longer. All messages will be responded to within 24 hours or less.

- **Self-Help Options:** Visit our website at manors12.com for information and forms to assist you.
- **Doorbell Camera:** You may also ring the camera on the doorbell to speak with a live agent. Please allow up to 2 minutes for an agent to connect.

Move-In Checklist

To help you get settled, please go through the following checklist:

1. **Utilities:**
 - **Water, Sewage, and Trash:** These are included in your building fees.
 - **Electricity:** Contact FPL to turn on your electricity.
2. **Mailbox Key:**
 - Obtain the mailbox key from the previous resident or your landlord.
 - If you do not have the key, request a lock change from the office for \$40. The lock will be changed within 48 hours of payment.
3. **Internet, TV, and Cable:**
 - You need to sign up for these services individually.
 - Our building is equipped for Comcast Cable internet and ATT Fiber. We recommend ATT for its reliability and speed.
4. **Elevator Pass:**
 - Obtain an elevator pass to book the elevator for your move-in.
 - Move-ins are allowed Monday to Friday from 9 am to 5 pm. Move-ins on holidays are not permitted.
5. **Recycling:**
 - All boxes must be broken down and placed in the recycling bins, provided there is room.
 - If there is no room, store the boxes and dispose of them when there is space.



4164 Inverrary Dr #110
Lauderhill, FL 33319



www.manors12.com



officemanors12@gmail.com



954-866-5773



6. **Parking:**
 - Each unit has one assigned parking spot.
 - Vehicles parked in someone else's spot, in a no-parking zone, or in any illegal parking will be towed immediately. Nightly surveillance of unlawful parking is conducted.
7. **Bulk Trash:**
 - Bulk trash pickup is once a month, typically on the last Thursday.
 - Bulk trash must be placed in the designated area near the lake on the east side of the building.
 - Monthly instructions and dates will be posted on the display screens.
8. **Pest Control:**
 - Pest control service is conducted monthly, usually on the first Thursday.
 - Notices will be posted on display screens and on your door at least 48 hours in advance.
9. **Building Access:**
 - Schedule an appointment with the office to register for our system.
 - You will receive intercom access to unlock the door by dialing 0* from your phone.
 - Obtain KeyFOBs from the previous resident or landlord and have them reactivated during your appointment.
 - If you need a new KeyFOB, they are available for purchase (\$35-\$50 depending on the style) and are limited to one per approved resident.
10. **Occupancy:**
 - Only individuals named on the certificate of approval are allowed to occupy the unit. Unauthorized occupants are strictly prohibited.

Tips for New Residents

- **Get to Know Your Neighbors:** Building a good relationship with your neighbors can enhance your living experience.
- **Stay Informed:** Watch community boards and emails for updates and events.
- **Respect Community Rules:** Adhering to the community rules ensures a pleasant environment for everyone.
- **Maintenance Requests:** Report any maintenance issues promptly via our website or by contacting the office.
- **Community Group Chat:** Join our WhatsApp group chat by texting "**Send WA Link**" with your **name** and **unit number** to 954-866-5773.

Important Information

- **Address:** 4164 Inverrary Dr #110, Lauderhill, FL 33319
- **Contact Information:** officemanors12@gmail.com | 954-866-5773

We hope you find The Manors of Inverrary XII a wonderful place to call home. If you have any questions or need assistance, please don't hesitate to reach out.

Once again, welcome to our community!

Warm regards,

The Manors of Inverrary XII Association INC



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