



# WELCOME TO HONO HALE TOWERS

## CHECKLIST FOR NEW RESIDENTS MOVING IN

Place a check mark in the square

- ☐ 1. **MOVING IN-** Arrangement must be made prior to moving in or out so that the elevator can be secured for the move.
- ☐ 2. **ENTER-PHONE** – You must have a phone to be connected to the enter phone system. Once your phone is installed, you must notify the manager of your phone number and he will make the appropriate connection. Your code is \_\_\_\_, next to your last name \_\_\_\_\_. To buzz visitors in the entrance door at the lobby, press 9 on the touch-tone phone. The enter phone will not work if the electricity is off due to power outage.
- ☐ 3. **LOCKOUT SERVICE** – there is none! The manager is not responsible for any keys to your apartment. There are no master keys! In case of lockout, you must call a locksmith.
- ☐ 4. **SECURITY DEPOSIT** – HHT requires deposit for security keys and parking transmitters. See the managers and refer to the key policy. Renters must go through their rental/owner to obtain such. Keys are \$50.00, transmitters are \$50.00, and there is also a charge of \$50.00 for loss and recoding.
- ☐ 5. **GUEST/BIKE/MOPED PARKING** – There are only four parking stalls on end C building. **PLEASE BE SURE YOUR GUEST FOLLOWS THE REQUIREMENTS FOR THE GUEST PARKING.** The resident managers does not tow away from the guest parking lot area. Towing is monitored by TOW JAMS towing company.

The requirements are:

- ☐ A. You must leave the apartment number and time (indicate a.m. or p.m.) on a sheet of paper.
  - ☐ B. Then place it **visible on the dash, inside of car so that visible and readable.**
  - ☐ C. There is a **four (4) hour** time limit to park there, don't wait until the last minute to remove your car.
  - ☐ D. Make sure all information including a.m. /p.m. is on sheet of paper; otherwise the cars will be subject to towing at owners and or drivers expense without warning. Always remind your guest.
- For additional parking, please check with the resident manager or in the bulletin board. HHT does have few stalls for rent. There is also a bike room available to store bikes. Please see the managers for details.
- However, there is **no bicycle parking in your stall (a violation notice will be issued)**, only one (1) moped/motorcycles can be parked in your stall behind your STALL if space allows.
- ☐ 6. **NOT ALLOWED.**
    - ☐ **NO SMOKING COMPLEX** (No smoking Policy fro the entire complex)
    - ☐ **PETS, AIR CONDITIONING (AC), EXTRA REFRIGIRATOR;** See by laws/house rules.
  - ☐ 7. **TRASH/RECYCLING** – There is a trash chute on all floors. Garbage must be wrapped. No boxes are allowed in the trash chute. Flatten all boxes and taken them down the rubbish bins. We have recycling program for the newspaper, glass and aluminum cans. Please take these items down the basement. The trash chute hour is from 7:00 a.m. to 10:00 p.m. The bulk pick up area is by the banyan tree on Kahuna Lane. Please watch for notice when you should need to your bulk items to take out.
  - ☐ 8. **LAUNDRY ROOM** – The laundry room is located in the rooftop of every building. It cost 4 quarters to wash and 1 quarter to dry (15 minute). Laundry room hour 6: am to 12:00 am
  - ☐ 9. **QUIET HOURS** – Quiet hours are from **10:00 p.m. to 8:00 a.m.** daily. Although loud disturbing noises are not tolerated at any time.
  - ☐ 10. **FIRE SAFETY** – All units are required by law to have smoke detectors. Familiarize yourself with the fire evacuation plan on the bulletin board and where the fire extinguisher is located, in case there is fire, don't use the elevators.
  - ☐ 11. **CARS/PARKING STALLS** – No washing of cars allowed anywhere at HHT. Residents are responsible for cleaning up any oil/grease spot in their stalls. Residents will be charged if the staff is required to clean the stall.
  - ☐ 12. **BALCONY/WALKWAYS** – No throwing of rubbish, shaking of rugs neither hanging of clothes or mops on the balcony is allowed. **(DO NOT USE LANAI OR BALCONY AS STORAGE)** No footwear or articles should be stored in front of entry door or hallway.
  - ☐ 13. **POOL & RECREATION AREA** – Hours are 8:00 a.m. to 9:00 p.m.
    - ☐ At the POOL, children swimmers (14 yrs below) have to be accompanied by ADULTS
    - ☐ The recreation area must be reserved for parties of over 17 people. No loitering after 9:00 p.m. No blasting radios. **VIOLATORS WILL BANNED**
  - ☐ 14. **CITATION** – If you receive 3 citations it is referred to the board for possible eviction. (Follow all rules)

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

APT. # \_\_\_\_\_