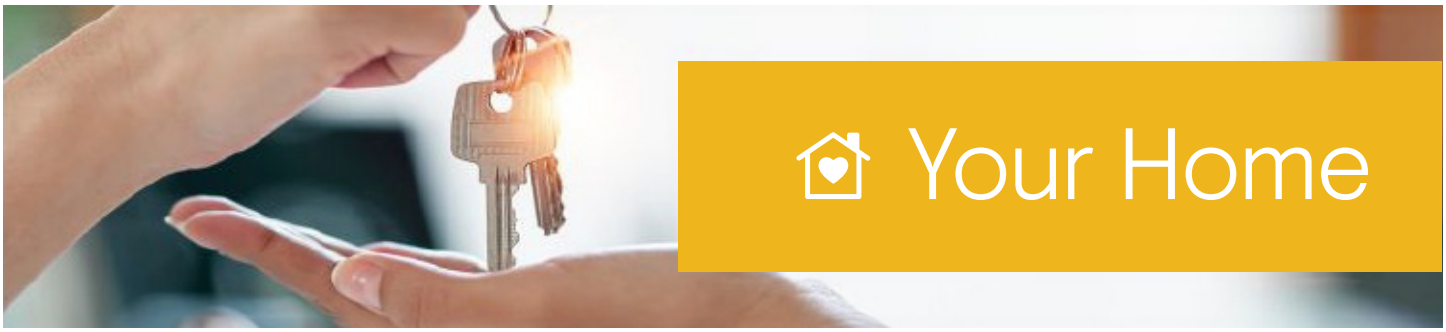
minto



The First 90 Days in Your New Home

Here are some important items, milestones and tasks to complete as you move and settle into your new home and community. Keep this check-list accessible so you know what to do - and expect - during the first few months in your new home.

Day 1 - Closing Day

- [ ] Receive your keys!
- [ ] Review any items identifed at your PDO with your Warranty Representative and confirm the items have been addressed and completed to your satisfaction. Any remaining items will be scheduled for completion with the Warranty Team.
- [ ] In single-family homes and townhomes, submit a ticket with Canada Post to receive keys to your new community mailbox.
- [ ] Set up utility accounts with your chosen utility providers. Accounts may be required for water, gas, electricity and telecommunications (depending on your community).
- [ ] Submit new property owner information to the Tax Department at the City to ensure you receive your Property Tax Bill.

  City of Calgary - 403-268-2489 or visit their website here
  City of Airdrie - 403-948-8856 or visit their website here
- [ ] Complete a reading of your utility meters and record the numbers to cross reference once you receive your first bill.

Days 2 - 25

- [ ] As you settle in, make note of any items to be brought to Minto's attention. Around 25 days after taking possession, submit your list and photos to Minto's Warranty Team by emailing WarrantyCalgary@minto.com.

- [ ] Update your address on all relevant documents such as your government ID, with your workplace and bank etc.

- [ ] Familiarize yourself with the waste collection system and schedule in the community. In condominium communities, locate the garbage room or central drop-off location; in single-family homes, refer to the curbside collection schedule on the City's website. Ensure you have any required bins or tags, based on municipal requirements.

- [ ] If your new home is managed by a condominium association, please contact Condo Management directly to arrange your monthly condo fee payments.

- [ ] Review your Maintenance and Home Care Guide or Mintohomeowner.com for helpful guidance in maintaining your home through all seasons.

- [ ] Complete your Customer Satisfaction Survey. Your feedback is important to us! You will receive the survey by email within 10 days of taking possession, and we appreciate every completed one. We use the feedback to make positive changes to our services and read every comment.

Days 30 - 45

- [ ] Once we've received your initial list, your Warranty Coordinator will schedule an inspection with a Minto Service Technician to review the items listed. Please plan to be home for the inspection and any following service appointments. Depending on the number of items, you may need to be available for more than one workday. Coordinating workdays involves procuring necessary materials and scheduling with the Trades, so we appreciate your patience.

- [ ] You will receive a mailed package from your new home warranty provider. Review the information provided and familiarize yourself with the inclusions of your new home warranty coverage.

Days 45 - 90

- [ ] Complete regularly occurring home maintenance items. Changing your furnace filter, testing your smoke alarm and inspecting/cleaning your interior and exterior vents are recommended every 3 months.

- [ ] Home exterior and community completion, such as caulking, painting, driveway and sidewalk paving, and landscaping, will vary in timeframes due to weather conditions. Monitor your inbox for updates from the Customer Experience Team.

- [ ] Keep a list of any additional items you notice in your home, to be reported in advance of your 1-year anniversary. If a matter is time sensitive, contact the Warranty Team with a service request. If the matter is determined to be non-urgent, this can be added to your 1-year list.