

ARRIVALS CHECKLIST

01 Welcome home!

We're so happy to welcome you to Luna! Before you get settled in, there are just a few important things we need to tick off together. Please take a little time to read through the information provided and make sure you're happy with everything before signing below.

02 Your details

- Name: _____
- Flat / Room Number: _____
- Email: _____
- Phone: _____

03 The important bits

- ☐ Inventory ☐ Fire Safety
- ☐ Post & Parcels ☐ Gym
- ☐ Resident Code of Conduct
- ☐ Emergency Access & Welfare Policy
- ☐ Window Restrictors



*If anything isn't clear, please speak to a member of the Luna team before signing this checklist.

04 Your Keys

- ☐ Key Fob (Replacement Cost: £5)
- ☐ Postbox Key (Replacement Cost: £10)
- ☐ Window Key (Replacement Cost: £10)

Please confirm the keys you've received. Keep them safe throughout your stay, as replacement charges may apply if they are lost.

05 All sorted!

- Resident Signature: _____
- Date: _____
- Luna Team Signature: _____
- Date: _____

That's the admin done. Welcome to Luna and enjoy your new home!

06 Current mood/ vibe?

