

Prior To Moving In

Moving in & Out: All furniture must be transported into the buildings via the garage.
Under no circumstances is furniture to be moved in or out through the main lobby doors.

Garbage: Please wrap all waste and place in the red top bins. Yellow top bins are to be used for recycling materials only.

Residents of: 1 Shore Road, 2 Shore Road, 1 Maher Close and 1 Blackadder Close - garbage rooms are located outside each garage entrance.

Residents of: 1 Marine Drive, 1 The Promenade, 3 The Promenade, 1 Searay Close and 3 Bechert Road - garbage rooms are located inside the garage entry point.

Residents of: 1, 2, and 4 Dolphin Close and 4 Bechert Road **MUST** place their garbage in the large garbage room located at the Bechert Road exit (western end) of the garage.

Connections of Gas and Electricity:

Please ensure that your gas and electricity is connected and that the account has been changed in your name prior to moving in. Contact numbers are as follows:

Energy Australia: 131 535

AGL: 131 245

Oven Clock Reset

Your oven may not be working if there was a period where the electricity was disconnected. If this is the case, please refer to the reset instructions which are on page 2 of the oven instruction manual.

Ingoing Inspection Report: Please ensure that the ingoing inspection report and cd's which contain photos of the property are returned to our office within 7 days.



Riviera Real Estate

Property Management, Sales
& Building Management

New Tenant Information:

Riviera Office Numbers:

Phone: 02-97128887
Fax: 02-97128886
E-Mail: info@rivierarentals.com.au
Website: www.rivieraapartments.net.au

Emergency Numbers: (When Office is closed)

In the first instance please phone: Riviera Night Manager: 0468 363 398

Should an emergency arise and you are unable to contact Security, you may contact our preferred tradespeople as listed below.

Fire:	000	
Police:	9745 1333	Burwood Station
Electrician:	0414 807 969	A1 Sparky
Plumbing:	133 123	Roseville Plumbing
Locksmiths:	9555 9333	Balmain Locksmith

For information on what is deemed to be an emergency repair, please refer to your residential tenancy agreement.

Please Note: Should we deem the repair not to be an emergency, you will be responsible to pay the invoice.

Save Time Connect with Direct Connect!

Direct Connect is a free service that connects your home's utilities and provides you with access to all of your moving solutions. In one call, Direct Connect can have your new home connected, you don't have to worry about a thing.

Connect today through Quick Connect, or if you aren't moving this week, start planning your move and register with Moving Tracker to get assistance and advice on moving. Both our services are free and there is no obligation.

Direct Connect can connect your new home to – Electricity-Gas-Telephone-Broadband-Pay TV-Insurance-Cleaning services-Removalist

Phone: 1300 664 715
Fax: 1300 664 185
Email: info@directconnect.com.au
Website: www.directconnect.com.au

When you first move into your apartment, Direct Connect will register your details with your service providers for free.

Electricity:

Your apartment is fitted with a main circuit breaker board which is located in the linen cupboard. This box controls all the power to the premises.

Gas:

Your apartment is fitted with a gas connection. Your hot water system and cook top is powered by natural gas. The gas meter can be found under the kitchen sink.

Water:

Your apartment is connected to a main water tap located under the kitchen sink or under the laundry wash tub. This tap allows you to shut down all the water flowing to your apartment. If you have a leak, it is recommended that you close this tap until it is repaired.

Maintenance:

For all maintenance issues arising in your apartment please contact Riviera Apartments on 9712 8887, alternatively maintenance can be reported via the website or on the enclosed Maintenance Request form and handed in at the office.

Facilities:

Pools:

The complex is equipped with 2 swimming pools, spa, sauna & gymnasium. The operating times of these facilities are 5:30am to 10:00pm everyday. You must use your swipe card for access to these areas between 6.00pm and 8.30am. Please read the signage around the pool for safety. Toilets & Showers have been provided for your comfort.

Please be aware there is no smoking or consumption of alcohol allowed in the pool area. Guests are welcome to use the facilities if accompanied by a resident. All patrons must be adequately clothed at all times.

Tennis Court:

Riviera is equipped with a tennis court. The operating times are between 8:00am and 8pm. Please be aware you must make a booking to use the tennis court. Bookings open on the 1st business day of the month and can be made by calling 9712 8887, or in person at the office. Each apartment is entitled to a maximum of 2 hours per day with a total of 6 hours tennis per week.

BBQ Area:

The complex has a barbeque area overlooking the water. If you would like to book the BBQ please contact the office on 9712 8887.

The Local Area

Transport:

Your apartment is located just moments away from the bus stop on Blackwall Point Road which is serviced by bus # 504 & 436. Chiswick Ferry Wharf is located at the East end of Blackwall Point Road. There is a walk way in the park opposite the shops that leads down to the ferry.

Shopping:

Your apartment is only minutes from Five Dock Shopping Centre which can service all your shopping needs, whether they are food, fashion, cosmetic or otherwise.

Cinemas:

Greater Union cinemas are located at Burwood Westfield's Shopping Centre.

Eating Out:

Abbotsford offers a wide variety of restaurants & Cafés to suit any palate. Within minutes drive you have the choice of fine Italian Cuisine in Leichhardt or Five Dock, as well as the popular Sydney Rowing Club at the end of Great North Rd.

Sporting:

A tennis club, bowling alley, Bowling Green, swimming complex and various recreational parks are all located in the Abbotsford area. Barnwell Park Golf Course is located on Lyons Road.

RSL:

The Five Dock RSL is located at 66 Great North Road, Five Dock.

Schools:

Schools located in this area include: Abbotsford Primary School, Five Dock Primary School, All Hallows Catholic School, Rosebank College and Domremy College.

IMPORTANT INFORMATION FOR ALL NEW RESIDENTS

1. All furniture must be transported into the buildings via the garage.
Under no circumstance is furniture to be moved in or out through the main lobby doors.
2. **SMEG Ovens** - Please note the oven door **MUST REMAIN CLOSED WHEN GRILLING**. If the oven door is left open the buttons and clock may melt. Replacement costs if this happens are the tenant's responsibility.
3. The apartment fuse box is located in either the linen cupboard or wardrobe.
4. Hot and cold water and gas taps are located under your kitchen sink or laundry tub along with the gas meter.
5. Residents are to clean the filters on the air conditioning system every three (3) months; dishwasher and range hood every month and dryer filter after every use.
6. If smoke detectors are beeping, they will either require a new 9 volt battery or the existing battery is not installed correctly. After reinstalling give it 5 minutes to reset. This is the tenants responsibility
7. **Garbage:** Please wrap all waste and place in red top bins. Yellow top bins are to be used for recycling materials only.

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8. Swipe cards give access to garage doors, lobby doors, lifts and The Clubhouse, gym and pool area. Swipe cards can get damaged when left in hot areas (including the sun) or near any appliance that gives off strong electrical or magnetic fields. Replacement swipe cards can be purchased from the Riviera Office at \$50.00 each (non-refundable)
9. Clothes Dryer – after using allow at least 20 minutes to cool down before starting a new load as the capacitor will burn out which can lead to the motor to burning out. Please clean the filter after each use. Misuse will result in replacement of the dryer at the tenant's expense
10. Replacement light globes for the lights in your apartment can be purchased from The Clubhouse during office hours.

AIR CONDITIONER OPERATING INSTRUCTIONS

Turning the air conditioning system ON

- Press the ON button repeatedly until the desired operation AUTO, HEAT or COOL has been selected as indicated by the LED's.
- By pressing and holding the UP/DOWN keys set the system to the required set point temperature as displayed in the window.
- Press the fan button repeatedly until the preferred fan speed setting is selected.
- Use the zone button to select the correct zone area to be air-conditioned.
- Now the air conditioner should be operating at the desired settings.

Turning the air conditioning system OFF

- Press the OFF button and the unit will switch off.

NOTE: Depending on the unit's operating mode, the system may run for a period of time after pressing the off button. This is due to the built in unit protection, which is a normal operation.

When the Air Conditioning is turned on it will run more efficiently if the following points are observed

- Use one zone only at a time.
- When air conditioning the living area zone the bedroom doors are closed, and when air conditioning the bedrooms the living area doors should be closed.
- Check that all windows are closed.
- Check that the bathroom door is closed.
- Check that the laundry door is closed.

Temperature Setback used when the daily temperatures are extreme

To optimize the performance and efficiency of your air conditioning system it is recommended that the area to be heated or cooled is constantly controlled to a set temperature and not allowed to follow the extreme cold or hot ambient temperatures.

For Heating - To maintain a room temperature of 21 degC when the area is occupied it is recommended that for periods when the area is not occupied that the thermostat temperature is set to around 16 degC and the system switched on. This enables the air conditioning system to cycle on and off and minimize the loss of heat from the apartment. When the apartment is occupied it is simply a matter of adjusting the thermostat to the required temperature and the system is able to more efficiently achieve the required temperature.

Note: Ensure unit is in HEAT mode – not 'AUTO' or 'COOL'

For Cooling - The same principle is followed to maintain a nominal apartment temperature of 23 degC when the area is occupied it is recommended that for periods when the area is not occupied the thermostat temperature is set to around 28 degC and the system switched on.

This enables the air conditioning system to cycle and minimize the heat gain to the apartment. When the space is occupied it is a matter of adjusting the thermostat to the required temperature, this enables the system to more efficiently achieve the required conditions.

Note: Ensure unit is in COOL mode – not 'AUTO' or 'HEAT'

Maintenance

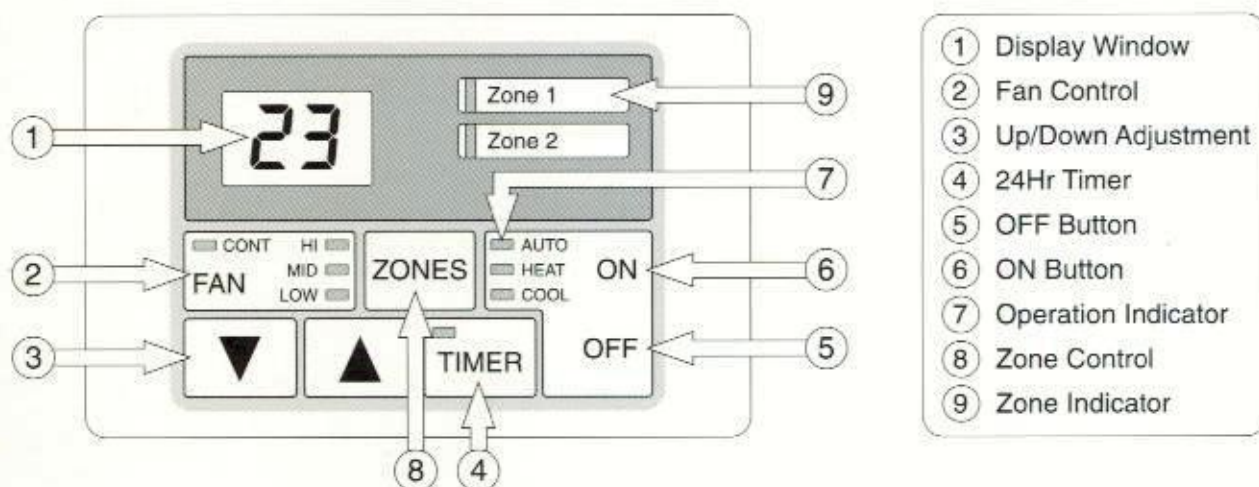
1. Remove lint and dust accumulation from heat exchanger coil. (Note: failure to do this may affect efficiency).
2. Check air filters and vacuum or wash clean as necessary.
3. Check condensate tray drainage pipe for free drainage every 6 months. (Note: Failure to do this may lead to water damage)

Check any water filters to ensure clean water supply.

Six monthly

Replace air filter to maintain adequate air flow and efficiency.

NOTE: FAILURE TO CARRY OUT MAINTENANCE WILL VOID WARRANTY.



If your air-conditioning unit is not working properly please try resetting the control panel as outlined below

**Press & hold zones
button**

**Quickly press off
button & release**

**Quickly press down
button & release**

**Now release zones
Button**

It should now show 23c

