EXHIBIT "9"

CHECKLIST

OWNER: **UNIT #:**

REGISTRATION (*Include pets*)

1. TENANTS: **NAME** **AGE** **NAME** **AGE**

a. d.
b. e.
c. f.

Phone # for gate registry – 760 ☐

2. VEHICLE **COLOR** **YEAR** **MAKE** **MODEL**

a.
b.

RULES, ACCESS & PARKING

3. Did you give tenants:
   - ☐ a. Copy of the ***Rules and Regulations***
   - ☐ b. Copy of the CC&Rs or Refer them to *Cathedralvillas.org*
   - ☐ c. *Copy of the facility key*
   - ☐ d. *Laundry card*
   - ☐ e. *Gate Clicker (1 per car)*
   - ☐ f. *Parking space will be assigned upon notification or receipt of CHECKLIST*

WALK THROUGH: (recommended)

4. Did you show the tenants:
   - ☐ g. When, where & how to use the ***laundry facility***
   - ☐ h. How to use the front ***gate registry***
   - ☐ i. How to use the vehicle gate and the ***right of way*** protocol
   - ☐ j. The Dumpster area and etiquette
   - ☐ k. The location for emergency water or electricity shut-off
   - ☐ l. Mail boxes & Recycle Slot
   - ☐ m. Pool Rules and Fitness Center

PROBLEM SOLVING PROTOCAL: (recommended)

5. Someone takes your parking space:
   - a. Take a picture of vehicle
   - b. Park in space next to car & call management or
   - c. Park in reserve space closest to exit gate & call management

6. Someone tailgates you through gate or breaks gate
   - a. Call management immediately otherwise you are reason the person is in the complex

7. AC stops working
   - a. Check filter
   - b. Reset Breaker *(Turn Breaker behind bedroom door off for 1 minute)*
   - c. Call Management

This checklist must be submitted to the Association immediately or before tenant violates any rules