## **Checklist for New Residents**

- 1. Have you updated City Management's records?

  (For maintaining records of residents' for contact details especially in case of emergency)
- 2. Have you applied for management fee autopay service? (For the convenience of making payment)
- 3. Have you applied for permission to decorate and alter? (Should be done before any internal work starts)
- 4. Have you applied for the change of consumership for the utilities (gas, water, electricity)?

  (To safeguard the utilities supply. If you are a tenant, please check with your

## For enquiry, our following parties are always here to provide assistance:

Estate staff of your village

(Please refer to the respective name card in the Welcome Kit)

landlord to make sure it has been done.)

Community Relations Department

Tel: 2238-3601

(Office hours)

**Discovery Bay Customer Services** 

Tel: 3651-2345

(24 hours hotline)

## 新住戶備忘錄

- 1 您們是否已更新城市管理處資料記錄?(以保持與住戶之聯絡,尤其當遇到緊急情況時)
- 2 您們是否已辦妥管理費自動轉賬申請手續? (以方便閣下繳交管理費)
- 3 您們是否已辦妥室內裝修及改建申請? (必須在進行任何室內工程前辦妥)
- 4 您們是否已辦妥公共服務(石油氣、食水及電力)之轉名手續? (為確保公共服務之供應。若您們是該單位之租戶,請與業主聯絡,確保已 進行上述之轉名手續。)

如有任何查詢,以下各部門的同事均樂意爲您們提供服務:

貴邨的屋邨職員 (名片附設在愉景灣資料文件夾內)

社區關係組 電話: 2238-3601

(辦公時間內)

**愉景客戶服務** 電話:3651-2345

(24 小時熱線)