CENTURY VILLAGE / WEST PALM BEACH

Your new home. Your next steps.

A one-page checklist to keep in your welcome folder.

Check off completed steps; write N/A beside items that do not apply. Confirm your building's requirements with your association or manager.

1 BEFORE YOU MOVE IN

- ☐ Confirm purchase/occupancy approval, ownership records and approved occupants; keep your Certificate of Approval.
- ☐ Collect governing documents, current rules, welcome packet, board/manager contacts and emergency numbers.
- ☐ Arrange moving hours, truck entry and any storage-container approval. Collect keys/fobs and confirm parking.
- ☐ Arrange condominium unit insurance with your agent; review flood coverage, deductibles and temporary housing.

2 UTILITIES & COMMUNICATIONS

- ☐ Start or transfer FPL electricity for your possession date; set up billing and alerts.
- ☐ Ask if water/sewer is included in assessments. Open an individual utility account only if required.
- ☐ Contact Breezeline about account activation, included service, equipment, installation and optional charges.
- ☐ Test phone reception; arrange any needed phone service and emergency-address registration.

3 ID & COMMUNITY ACCESS

- ☐ Contact WPRF for your resident ID: confirm required deed, approval paperwork, photo ID and office hours.
- ☐ If needed, arrange a vehicle barcode through UCO. Bring CV ID and current vehicle registration in the same name.
- ☐ Set up your own visitor authorization code/account; learn guest, caregiver, contractor and delivery entry rules.
- ☐ Ask WPRF separately about recreation guest credentials and theater/booking website access.

4 PAYMENTS & OWNER ACCOUNTS

- ☐ Set up association assessments with your manager; verify amount, payee, due date, opening balance and special assessments.
- ☐ Set up WPRF monthly recreation rent/fee payments separately. Confirm your first due date and payment method.
- ☐ Verify first payments and automatic debits; avoid duplicate payments or relying on the seller's arrangements.
- ☐ Request your own association website/portal login. Update mailing, seasonal and emergency contacts; ask about email notices.

5 HOME SAFETY & DAILY LIFE

- ☐ Locate water shutoffs; learn leak reporting and emergency-access procedures. Inspect water heater and plumbing.
- ☐ Service air conditioning and drains; check moisture control, smoke alarms and the electrical panel.
- ☐ Learn repair responsibilities, work approvals, permits, and rules for parking, animals, guests and rentals.
- ☐ Learn laundry, trash, recycling and bulky-item disposal procedures.
- ☐ Prepare hurricane and seasonal-absence plans; arrange a trusted person to check the unit while away.

6 MAIL, TAXES & GETTING SETTLED

- ☐ Forward mail and update important addresses, including the Property Appraiser's tax mailing address.
- ☐ Confirm whether taxes are escrowed. If eligible, apply for homestead: qualify as of January 1; regular deadline March 1.
- ☐ If applicable, update Florida license, vehicle and voter records; consider the Clerk's Property Fraud Alert.
- ☐ Arrange local healthcare/prescriptions as needed. Explore buses, recreation, meetings and the UCO Reporter.

UCO: 561-683-9189 | 2102 West Drive
WPRF: 561-640-3120 | Main Clubhouse, 200 Century Boulevard
Emergency: 911 | Save your association's after-hours maintenance number.

Full instructions: c-village.com/c-village-new-owner-checklist.html

Independent community guide | October 24, 2026 | Requirements vary; confirm current instructions with each office.