

Departure checklist

In the event you are a seasonal homeowner or are away for an extended period of time, please note the following guidelines, which could prevent potential problems to your home when unattended.

Security

- 1- Be sure that your alarm system is working properly.
- 2- Notify your security monitoring company of the following:
 - Departure and returned date.
 - Who has authorized access to your home.
 - Who should be contacted in case of emergency.
- 3- You must maintain a live phone line for your security system to function properly.
- 4- Switch the garage door opener to the off position or disengage opener and manually lock the door.

Plumbing

- 1- Turn off the main water supply to your units.
- 2- Follow the shutdown instructions in the water heater manual. It is suggested for absences of a month or more to turn off the water heater breaker. For shorter periods of time, turn the thermostat to the lowest setting.
- 3- Lift toilet lids and stretch saran wrap tightly over the bowl to keep the trap from drying out.
- 4- Shut off washing machine water supply.
- 5- Close all drains in sinks and tubs to avoid any sewer gasses from backing up into the house due to lack of use.

H. V. A. C.

- 1- Set A/C (and humidistat) per manufacturer's instructions.
- 2- Replace HVAC filters
- 3- It is recommended that you have a service agreement for your HVAC maintenance.

Electrical

- 1- Turn breakers off the major appliances not needed why you're away.
- 2- It is suggested to have one or two timers on lights inside your home to provide deterrent from theft.

Kitchen

- 1- Empty your refrigerator completely. Shut off water supply to ice dispenser. If you turn the refrigerator breaker off, be sure to prop the door open and empty the ice containers.
- 2- Close the dishwasher door but do not latch or lock in position.

- 3- For gas appliances it is suggested that the supply line be shut off and the excess gas bled off.
- 4- After final use of the sink, pour $\frac{1}{2}$ to $\frac{3}{4}$ cup of salad oil into the garbage disposal to keep the blades lubricated and prevent any moisture present from causing rust.
- 5- Clean all appliances. Remember to remove crumbs from toaster.
- 6- Do not leave sugar, flour, cracker, bread, or pasta products stored in pantry or cabinets. If you do, you are inviting bugs to have a feast why you're away.

General

- 1- Lock all windows and doors.
- 2- Pull all shades completely down to keep the heat out and the sun from fading the carpet and furniture.
- 3- Sweep or vacuum all floors to remove crumbs and dirt.
- 4- Disconnect phone and cable TV from outlets.
- 5- Unplug all major electronic equipment and appliances from electrical outlets.
- 6- Forward mail and cancel your newspaper delivery.
- 7- Bring in patio furniture.
- 8- It is suggested that you shut off the supply to gas or propane grills and bleed off excess gas.
- 9- Close and secure storm shutters per association rules and regulations if applicable.
- 10- Inform your property management company of your forwarding address while away.
- 11- Have someone check your home once a week. It is suggested that you hire a home watch company or leave your name, address, and telephone numbers with a friendly neighbor who can keep an eye and your home.
- 12- If you intend to leave your car in your garage for extended period of time, it is recommended that you:
 - Disconnect the battery.
 - Purchased three small bags of charcoal and place one in the trunk, 1 bag of on the floor in the front seat and 1 bag on the floor in the back seat.
 - Do not cover your car when stored inside.