



Close-Up Checklist

The following is a checklist of friendly reminders that need to be attended to prior to your traveling for extended periods.

1. Inform management of service companies that will have access to your unit i.e., cleaning people, contractors performing work in your absence, A/C companies, etc.
2. If your vehicle is going to be picked up and transported, please give management or the gate guard any pertinent information that may be necessary.
3. If your vehicle is going to be left on the property, please inform management and/or make arrangements to have a set of keys available in case of emergencies, and the vehicle needs to be re-located.
4. Arrange to leave a unit key with a neighbor, and inform management of the individual.
5. Hot water tanks should be turned off.
6. Icemakers should be turned off.
7. Shut off water, gas.
8. Set air conditioning unit, and adjust humidistat where desired to no less than 78 degrees.
9. Unplug TV, stereo, microwave, and computer. Disconnect antennas, satellite, or cable.
10. Close and lock windows, pull drapes and shades.
11. Prepare garbage disposal – flush thoroughly with hot water with disposal running. Stop disposal and pour ¼ cup cooking oil in disposal.
12. Put toilet seat down. (Plastic wrap over the bowl helps to prevent evaporation)
13. **ALL PATIO FURNITURE AND LOOSE ITEMS MUST BE BROUGHT INSIDE OFF THE PATIO AREAS.**
14. Lock all windows and doors.
15. Please have someone check on your unit periodically. Sometimes there is a power shutoff and the A/C does not automatically reset. A unit left with no A/C will develop moisture issues rapidly.

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