

## HOME CLOSING CHECKLIST

- **CHECK OUT AT THE OFFICE.** It's important for the Office Manager to know who is not in residence. Inform the manager how you might be reached and who is looking after your home. Leave a list of companies that service your home for A/C, plumbing, etc. with your home checker so a problem can be fixed if you cannot be reached.
- **BRING IN LOOSE ITEMS.** Bring in doormats, flower pots, anything that'd blow away.
- **DISPOSE OF BOTTLE or CANNED CARBONATED DRINKS** as they could explode.
- **TAKE PHOTOS OF VALUABLES** in case we have another hurricane.
- **MAIL.** Your mail carrier has "Change of address" cards or pick them up at the Post Office. The USPS requests that you remove your mailbox or tie it shut..
- **TELEPHONE AND CABLE.** Call your phone, internet and cable TV service providers to put your phone, TV & internet "on vacation".
- **SEVERELY TRIM TREES AND SHRUBS.** Abundant growth will occur during the summer.
- **SHUT OFF WATER TO THE HOUSE** but leave the water on to the sprinkling system.
- **SHUT OFF** electricity to hot water heater.
- **ARRANGE FOR HOUSE & SPRINKLER CHECK.** Make arrangements to have the lawn watered if you don't have a sprinkler system.
- **HUMIDISTAT.** Be sure this is checked also. If you don't have a humidistat, set the thermostat at 85 degrees. That should take care of mildew. Use **GAS BAGS** to prevent mildew, a major summer problem. Also, leave drawers and cupboard doors wide open to allow air to circulate.
- **CHECK ALARM SYSTEM** - make sure batteries are fresh
- **HURRICANE PREPAREDNESS.** Lower and secure awnings. Put all moveable objects including patio. furniture. lawn ornaments. door mats. flower pots and bicycles indoors. Anything left outside could become a *deadly missile in a storm.*
- **DRIVEWAYS.** Please be considerate of our full-time residents and do not place unsightly gates at the end of your driveway. They do not enhance the appearance of our community and they possibly create a safety/security issue that "No One's Home".
- **PULL ALL ELECTRICAL WALL PLUGS** but leave electric on to sprinkling system. Disconnect the TV coax cable.
- **DO NOT UNPLUG YOUR COMCAST MODEM WHEN YOU LEAVE FOR THE SEASON.** Updates take place while you are away.
- **COVER TOILET BOWLS** (after adding bleach) with Saran Wrap to prevent water evaporation.
- **DISPOSE OF ALL PERISHABLE FOOD.** If you leave your refrigerator on, store all partially used items in it.
- **THERMOSTAT:** Set to 75 and set humidistat to desired setting. *REPLACE BATTERY IN THERMOSTAT*
- **EMPTY ICEMAKER & TURN OFF** (including frig in shed if you have one)
- **ELIMINATE BUGS & PESTS.** Put boric acid crystals or tablets around base-boards, under sinks, in floor vents, etc., and use roach traps also.
- **DISPOSAL CARE.** Just before leaving, pour 1/8 cup of lime juice or lemon juice into disposal. Follow with 1/4 cup of corn oil. Run disposal briefly and then add one cup of corn oil.

**HAVE A WONDERFUL SUMMER!**