

YOUR BUSINESS NAME

Phone · Email · Website

Before You Leave: Closing Up Your Home

A checklist for the weeks before you go. Tick things off as you do them, and ask us about anything you'd like us to handle.

Leaving on

Returning on

A few weeks before

- ☐ Send us your dates, and tell us about anyone who'll stay while you're away.
- ☐ Forward or hold your mail, and stop the newspaper and regular deliveries.
- ☐ Put utilities, HOA dues and insurance on autopay so nothing lapses.
- ☐ Check whether your insurance policy has conditions for a home left empty, and tell your agent you'll be away.
- ☐ Tell your HOA or building manager your dates and who's looking after the home.
- ☐ Keep pool, lawn and pest service going, and tell them we'll be visiting.
- ☐ Have the A/C serviced and put in a new filter.
- ☐ Give us a full set of keys, remotes and codes, and tell your alarm company we're the key holder.
- ☐ Take photos or a video of every room for your own records.

Inside, the last few days

- ☐ Clear the refrigerator of anything that will spoil. If you're turning it off, empty it and prop the doors open.
- ☐ Turn off the ice maker.
- ☐ Run the disposal, and leave the dishwasher and washing machine doors open a little to dry.
- ☐ Set the thermostat and humidity as we agreed (below).
- ☐ Set the water heater to vacation mode, or off, as we agreed.
- ☐ Unplug electronics and small appliances.
- ☐ Close the blinds you want closed, and set lights on timers.
- ☐ Lock away or take valuables, medicine and important papers.
- ☐ Take out the trash and recycling.

Outside

- ☐ Bring in or tie down furniture, grills, planters and decorations.
- ☐ Trim branches back from the roof, and clear the gutters.
- ☐ Set the irrigation timer for the season.
- ☐ Lock gates, sheds and the garage.

On your way out

- ☐ Turn off the main water, if we agreed you would.

- ☐ Lock every door and window, and set the alarm.
- ☐ Text or email us that you've left.

Settings we agreed

Thermostat (°F)	Humidity (%)	Water heater
_____	_____	_____
Main water	Refrigerator	Blinds
_____	_____	_____

In hot, humid places many owners leave the A/C in the high 70s to low 80s °F with humidity below 60%; in cold places, heat no lower than about 55 °F. Ask your A/C company what suits your home.

If you'll be away in storm season

Before a named storm, I'd like you to:

- ☐ Photograph the outside and every room, as a record from before the storm.
- ☐ Bring in or tie down outdoor furniture, grills and decorations.
- ☐ Close or put up the shutters or panels.
- ☐ Move vehicles or the golf cart into the garage.
- ☐ Unplug electronics.
- ☐ Move things off the floor in rooms that flood.
- ☐ Check and fuel the generator.
- ☐ Leave the pool as the pool company recommends.

You may spend up to \$_____ on storm preparation and emergency repairs without asking me first.

Owner initials	Date
_____	_____

We never stay at a home during a storm. Once local officials say it's safe, we'll check your home and send you dated photos the same day, including any damage, ready for an insurance claim.