

## **CHECKLIST AND HELPFUL HINTS FOR CLOSING YOUR HOME WHILE AWAY**

- Notify the Post Office
- Stop News Papers
- Notify Comcast Cable and Internet Service and ask for seasonal rates
- Notify Phone Company and ask for seasonal rates
- Notify Pelican Sound Club House.
- Notify your Home Watch Service (Secure Home Watch Services 239-691-2661)
- Set A/C and Humidistat as follows: COOL-AUTO ON @ 78\*-80\* and humidistat @ 55% to 65%
- Clean out Refrigerator (dispose or donate perishable foods)
- Empty ICE MAKER and turn off the switch
- Clean and organize the cupboards and store flour, sugar, etc in the refrigerator
- Disconnect small appliances in the kitchen. IE: coffee maker, toaster and blender
- Add small amount of oil to garbage disposal
- Unplug all TV's, VCR's, Cable modems and electronic equipment
- Turn off WATER HEATER at the circuit breaker
- Clean and sanitize commodes (add ½ cup bleach and cover with plastic wrap)
- Do not leave any wet towels in any of the bathrooms
- Leave beds covered with clean linens
- Check clothes washer and dryer
- Open all interior closet doors and cabinets for better air circulation
- Clean and store patio furniture in the main house or garage
- Lock all windows and glass slider doors
- Close shutters, curtains and blinds to prevent sun damage on furniture and keep house cooler
- Set ceiling fans on LOW (optional)
- Place all valuables and important documents in safe deposit box
- Maintain pool and lawn service
- Clean and organize the garage and unplug the door opener
- Shut water supply off at the main
- Autos should be clean in and out. (Don't leave any wet towels or bathing suits in the trunk)
- Dump all garbage and trash at the dumpster provided (River Club parking lot)

## **FINALLY LOCK ALL DOORS AND SET THE ALARM SYSTEM (if in use)**

### **Good Luck and Have a Safe trip!**

*These are helpful suggestions, and are not intended to be the final say in preparing your home for an extended departure.*