

# Extended Time Away Checklist

Purpose: to give guidance as to what you may want to do when you leave your unit unattended for more than a week.

## CONDO:

- \_\_\_ Provide a neighbor a key/code and request they check your unit once a week
- \_\_\_ Ensure thermostat (manual or programmable) remains above 55 degrees in the winter to ensure pipes do not freeze
- \_\_\_ Shut off water valves at sink, toilets and washing machine
- \_\_\_ Pour 1/3 cup of bleach into the toilet bowl to prevent bacteria
- \_\_\_ Pour water and vinegar down the kitchen sink disposal to prevent bacteria
- \_\_\_ Open doors under sinks to allow pipes to remain warm in winter months
- \_\_\_ Adjust your window blinds halfway open
- \_\_\_ Ensure smoke alarm has good batteries and is in working order
- \_\_\_ Close your fireplace flue (keep birds out)
- \_\_\_ Ensure windows, doors, and first floor balcony gate is locked
- \_\_\_ Unplug nonessential appliances and electronics
- \_\_\_ Set a light on a timer
- \_\_\_ Ensure all household trash is removed
- \_\_\_ Ensure an entry key is on file with Association
- \_\_\_ Consider placing a web camera in your condo so you can view it remotely
- \_\_\_ Take pictures of your home – in case of fire, flood, other events
- \_\_\_ Do not forget to take important documents and medication
- \_\_\_ Notify the management company of your plans:
  - Dates you expect to leave and return
  - Your away contact information in the event of an emergency
  - The name and contact information for who is checking on your unit
  - The name and contact information for who has keys to any vehicle left on the premises

## VEHICLE:

- \_\_\_ Leave vehicle key with a neighbor
- \_\_\_ Ensure valuables are removed from sight and vehicle is locked
- \_\_\_ Ensure proper tire pressure to avoid flat tire
- \_\_\_ Avoid leaving a vehicle in the visitor lot, out of the elements and in the event the Association is planning lot work
- \_\_\_ Ensure vehicle is currently licensed and registered with the Association

## MAIL / DELIVERIES:

- \_\_\_ Consider forwarding your mail or asking someone to check the mail once a week
- \_\_\_ Request a neighbor to remove any posted notices from entry door
- \_\_\_ Request a neighbor retrieve mail and packages weekly
- \_\_\_ Cancel newspaper delivery