

CHECKLIST - Extended Time Away from MPP

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