

“SNOWBIRD” CHECKLIST

Things to do in your condo before heading north for the summer.

The following are suggestions, use—good judgement for all.

CLOSING UP YOUR HOME OR CONDO FOR THE SUMMER.

WITHIN YOUR COMMUNITY:

- a) Notify Post Office to forward mail / magazine subscriptions. (most may be done on line)
- b) **STOP** all newspaper deliveries.
- c) Notify your cable / TV supplier (Put on vacation rate)
- d) Notify Telephone Company (Put on vacation rate)

WITHIN YOUR RESIDENCE:

- a) Set you thermostat at 78-80 degrees and humidistat at 60 – 65% above all follow your service personnel’s directions.
- b) Clean out refrigerator and freezer of “everything” & adjust settings, but do not turn off.
- c) Clean out ice maker and turn it off.
- d) Clean out cupboards and dispose of most of all perishable food stuffs.
- e) Disconnect and unplug all electrical appliances. If you have a cable modem, leave it turned on to accept updates.
- f) Shut off your circuit breakers for the kitchen stove, microwave, and the “hot water heater”.
- g) Add a small amount of “olive/cooking oil” down your garbage disposal and to dish washer to keep them lubricated. (Check owners manual)
- h) Clean and sanitize all toilets, pour a cup of “Clorox” into each bowl and tank, place plastic wrap over the toilets themselves, then place a roll of tissue on top of the plastic wrap so when returning in the fall, the tissue will remind you!

- i) **Tell your condo watch about any “wet or damp” towels that may be left in your residence on the day you depart so they can “dry” them.**
- j) **Make up all beds with clean linens.**
- k) **Turn off main water inlet valve and open kitchen sink faucet.**
- l) **Clean and store lanai furniture.**
- m) **Open all interior closet and cabinet doors for better air circulation**
- n) **Lock all windows and glass slider doors.**
- o) **Close curtains and blinds to prevent sun damage to furniture.**
- p) **Secure all “valuables”take them home with you or put in a safety deposit box.**
- q) **If you leave a car in Florida, a key must be left with the association. Be sure your condo watch person has a condo key and a car key to operate car as you have instructed.**
- r) **All condo owner information is available only to condo owners on the Pines web site.**
- s) **Have your air-condition service company do a pre summer check of your system a month or so before leaving.**
- t) **Provide your condo watch with all your personal contact information.**
- u) **Leave a bottle of “Home Defense” spray on your kitchen counter for your condo watch service to use if necessary.**
- v) **Some owners use a call forward system to receive calls while away, as well as using security systems connected via cell phones etc.**

HAVE A SAFE AND GREAT SUMMER.

WE’LL SEE YOU WHEN YOU RETURN.