

NEWELL PROPERTY MANAGEMENT CORPORATION

Departure Checklist

Please refer to the following list when departing from your home for an extended period of time.

- ___ **APRIL 1** – second quarter fees are due.
- ___ **COUPONS** – Bring maintenance fee coupons to your northern address.
- ___ **PROPERTY WATCH PERSON** - All homeowners should retain a property watch person to monitor their home during their absence. Please provide our office with the name and telephone number of this person.
- ___ **WATER SUPPLY** – Turn off at the main shut off of unit.
- ___ **HOT WATER HEATER** – Shut off breaker or unplug hot water heater.
- ___ **WASHING MACHINE** - Shut off water supply to washing machine (water heater can siphon water back into the machine).
- ___ **KEY** – In order to assist you in an emergency, we recommend you send us the key to your property.
- ___ **POST OFFICE** – 800-275-8777. Call to have mail forwarded.
- ___ **AIR CONDITIONING** – Set thermostat (humidistat?) and turn on automatic. For air circulation, leave fans on low speed.
- ___ **LIGHTS AND RADIO** – Set on a timer if you use one.
- ___ **LANAIS** – Move furniture and loose items from your lanai (storms can be violent) or from the common elements outside your unit (remaining items may be removed if left unattended).
- ___ **REFRIGERATOR** – Remove perishable food from the refrigerator and freezer, set ice maker off, and remove open containers of food from cupboards – store in fridge.
- ___ **GARBAGE** – Make sure it is empty.
- ___ **STOVE** – Check that all elements are off and oven is empty.
- ___ **POWER AND CABLE** – Unplug power and cable from televisions, VCRs, DVDs (lightning protection).
- ___ **WINDOWS, GLASS SLIDERS, AND DOORS** – close and lock.
- ___ **BLINDS, CURTAINS, AND DRAPES** – Set all to avoid sun damage.