

## CHECKLIST FOR WHEN YOU TRAVEL FOR AN EXTENDED PERIOD

- Arrange for someone to regularly check on your house
- Set thermostats (suggested, 80 degrees); humidistat (suggested, 65%)
- Close and lock all windows
- Unplug golf cart and computers
- Adjust fans
- Close all blinds
- Program VCR/DVR to record programs while you are away
- If not turning off refrigerator, shut off valve to ice-maker
- Remove unsecured items from yard and lanai
- Check irrigation system timer
- Fill pool - don't turn off your pool pump
- Turn off pool solar heat system/pool heater
- Turn off hot water heater
- Disconnect hot water circulation pump
- Notify Security (497-7066)
- Cancel newspaper(s) - Herald Tribune (486-3000)
- Notify Post Office to hold mail
- Notify friends and family of itinerary
- Arrange for trash/recycle disposal
- Turn off water
- Notify Club office of your away address
- Notify Master Association of absence and name of house watcher
- Notify Post Office to hold mail or fill out forwarding form if necessary
- Notify cable or satellite TV to suspend service, if applicable
- Notify Phone Company, if you go on summer service