



Closing Summer Home Checklist

Prior to packing

- Arrange to shut off utilities. Heat and power need to stay on but other services can be suspended this includes cable, satellite, and/or internet services
- Schedule a service for your HVAC, boiler, or furnace
- Update home inventory and make copies
- Arrange for landscaping and pool maintenance. Remove any trees or limbs hanging over or touching the home
- Arrange to have gutters cleaned and exterior doors and windows sealed
- Arrange for a trusted friend or family member to routinely check the home or notify property manager of your planned absence.
- Arrange to have mail forwarded
- Cancel, suspend, or forward newspapers and magazines for that home
- Purchase desiccants if needed
- Purchase timers for lights, radios, etc.
- _____
- _____

While you are packing

- Clean Refrigerator and Freezer
- Vacuum home including upholstery and bed to help remove mold spores
- Remove plants in pots from both inside and outside the house
- Remove food from cabinets. Keep only canned goods. Spices and herbs need to go with you
- Move patio furniture into garage, home or shed (include any items that could become airborne during a storm or hurricane)
- Leave your contact information with neighbors and park/property manager
- Test timers for lights
- _____
- _____

Day of departure

- Empty food from freezer and refrigerator. Wipe any condensation dry from freezer. Unplug refrigerator and leave door open or ajar
- Put a dozen ice cubes and 2-3 tablespoons baking soda in the garbage disposal and then run to clean blades
- Put a capful of olive oil into each drain to seal in moisture or cover them with duct tape or plugs
- Empty Dishwasher
- Strip bedding
- Set timers on lights
- Turn off water
- Cover and seal toilets
- Unplug appliances and electronics
- Set HVAC, furnace, boiler to the desired temperature for cooling and heating
- Set off insect bombs
- Close curtains and open all interior doors
- Lock all doors and windows
- Unplug and/or turn off the breaker to the hot water heater
- Unplug garage door opener

Day of departure - continued
