



DRAFT -- Leaving Town?

Please Prepare Your Unit!

version Sep.1, 2017

Please suggest changes to summit.observer@gmail.com

Contact office with questions or concerns at 954.925.3337 weekdays 9-5

BASIC PREPARATION

1. Turn off unit's water (in A/C closet) and turn off water heater (at fuse box.)
2. Empty balcony and close (and lock) any shutters if you may be gone during any part of Hurricane Season June 1 to November 30.
3. Leave A/C on at 77° or lower to help avoid mold.
4. Make sure your contact information and keys are up-to-date in office.
5. Give an apartment watcher (professional or friend) keys to your unit so they can check your unit occasionally (A/C, dry drains, etc.) Let office know who this is so they have a local person to contact in case of emergency. (see page 2)
6. If leaving a car, give key to apartment watcher or friend so they can move it in case of an emergency such as a flood.
7. Make sure no lights are left on, or on timers, that can be seen from beach during Turtle Nesting Season from March 1 to October 31. Leave porch light off!
8. Make sure your unit's insurance is active.
9. Have a contract with an independent service vendor like Total or Service America, so they can do necessary repairs while you are away.
10. Please let office lend unused garage space while you are gone.
11. *Donate your orchids to Gardening Group.*

OTHER IDEAS TO CONSIDER

- Stop newspaper
- Have mail forwarded
- Have phone put in vacation mode
- Turn refrigerator to warmer temperature setting
- Turn off ice maker
- Turn off all faucets
- Open all drains
- Turn off water valves to washer
- Put one drop of oil in each commode bowl
- Unplug televisions and small appliances
- Disconnect wire from TV cable
- Close and lock all windows, doors and slider windows
- Close drapes and blinds
- Leave a copy of service contract on kitchen counter

See the other side of this flyer for more ideas of what an apartment watcher can do to protect your unit while you are away.



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Apartment Watchers help protect your unit while you are away.

Below are ideas to discuss with your apartment watcher.

Let office know who will be your apartment watcher so they can be notified about problems and have the right to enter your unit.

The minimum you might expect from an Apartment Watcher:

- Check every two(?) weeks:
 - That A/C is working
 - For signs of water, smells or mold on walls or under sinks, in bathrooms, near appliances and in A/C closet
- Check and reset A/C every time there is a power failure
- Contact owners about problems and work that needs to be done
- Give contact information to owner and office
- Respond to office issues with unit
- Log of inspections and issues found

See the other side of this flyer for a list of how to prepare your unit before you leave.

You should find out if your apartment watcher is willing to help with extras:

- Be the contact to office for problems and access to the apartment (Be a *registered apartment watcher.*)
- Contact, and perhaps “babysit” maintenance vendors
- Move mail and packages to apartment
- Bring patio furniture in or out
- Close and lock any shutters
- Periodically test cars and/or connect/disconnect batteries
- Prep apartment for leaving or return based on discussions with owner

You should provide Apartment Watcher with:

- Your contact information
- Keys for apartment, A/C closets and any cars left in garage
- Maintenance contract information – who to call for problems and repairs
- Extra air filters for A/C
- Extra batteries for thermostat, if needed
- If you use them, DampRid™ refills for humidity