



Snowbirds – Leaving Town? Please Prepare Your Unit!

Contact office with questions or concerns at 954.925-3337 weekdays 9-5

- 1. Turn off unit's water (in A/C closet) and turn off water heater (at fuse box.)**
- 2. Empty balcony and close 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.**
- 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.***

**Make sure your unit is protected while you are away.
And ... come back soon!**

This list is available by clicking on "Going North?" on MySummit.org & from the office. (See page 2 for other good ideas)



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OTHER IDEAS TO CONSIDER:

- Stop newspaper
- Have mail forwarded
- Have phone put in vacation mode
- Turn water off to your hot water heater
- 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