



Home Departure Checklist

Compliments of The Village Watch

Secure your home so it appears occupied:

- Lock external doors and windows
- Don't hide house keys near your door
- Set programmable timers for inside lights
- Install "dusk to dawn" bulbs for exterior coach/porch lights
- Close or partially close window blinds/shades/curtains, removing any visual valuables from sight
- Make sure security system is working and set prior to departure (*be sure to notify us of any instructions on setting/disarming the security system)
- Take care of mail/deliveries – forward or pause mail, pause any subscription services

Clean out your fridge/pantry:

- Remove any perishable foods that could spoil while gone
- Remove any open food containers from the pantry
- Turn off icemaker and empty ice bin into sink

Prepare your home for the elements:

- Move furniture in from lanai or cover
 - **if we are closing your home, we will take care of this for you*
- Lower hurricane shutters on lanai (if applicable)
- Cover your BBQ grill

Clean your home:

- Empty dishwasher and leave the door open so the water dissipates
- Make sure there are no clothes in the washer or dryer to avoid coming home to moldy laundry
- Wipe down countertops and clean the stovetop to avoid attracting any bugs or rodents

- Clean your garbage disposal by running a half cup of vinegar and water through it to avoid coming home to an unpleasant smell
- Empty all trash cans before you leave – we can set out/bring in your garbage cans if necessary
- Wash linens and towels – make bed with clean linens before you leave
- Consider dusting and/or vacuuming prior to departure

Water/Electrical Utilities and HVAC:

- Set thermostat to 78 “auto”/”cool”
- Turn off main water valve – turn on kitchen and bathroom faucets until they run dry
→ **if we are closing your home, we will take care of this for you*
- Flush your toilets and turn off the water at the base of each toilet. We will add bleach to the toilets to prevent any mold or mildew from accumulating.
- Turn water heater off at electrical panel or turn to “vacation mode” if that is an option
- Unplug anything that doesn’t need to be on (toaster, coffee maker, TV’s, lamps not on timers – basically anything you won’t be using). This helps to minimize damage from power surges and cuts down on costly electrical draw you’re still paying for even when not using.
- Replace batteries in smoke alarms – a good tip is to change batteries when the time changes for DST. → *Let us know if you want us to do this for you!*
- Replace HVAC filter

Protect your vehicle or golf cart (if applicable):

- *We do offer auto/golf cart care as part of our additional services, so let us know if that is something you would like us to do!*
- If you will be gone for more than 30 days, fill up your gas tank to prevent moisture from accumulating and keeps seals from drying out
- Clean your car as water stains, bird droppings, mud, grease, or tar can damage paint
- If gone for more than 30 days, change the oil before you leave to avoid contaminants from oil damaging your engine