



Things To Do When You Go Away for an Extended Period

Any Season:

1. Security.

Fill out and return a "Vacant Premises Card" form (available at Security gate). The information on the form provides them with the dates you are away and a number where they can reach you. A note section can be used to tell them if you have someone watching the house and if they have access. Sometimes, Security needs to access a house if, for example, an alarm goes off. They do not make special patrol arrangements for vacant homes.

3. Managing Agent.

(Do this if you will be away when the quarterly bill will be sent and is due.) Contact our Property Management company and provide a temporary address, dates you are away, contact information.

4. Limit Potential Water Damage.

- Turn Ice maker off.
- Consider purchasing a moisture detector and installing it where moisture could accumulate. Some detectors automatically shut off the appliance, others send an alert to your cell phone and/or email.

5. Ensure fireplace damper is closed.

Winter Protection:

1. Turn off Water Supply to home at main valve.

- Homes on Slabs:* Locate main valve near floor next to hot water heater. Turn valve clockwise until tightly closed.
- Homes with Basements:* Locate main valve where pipe enters through block wall. Turn valve clockwise until tightly closed.
- Important: Remove all garden hoses from outside faucets. Leaving hoses connected to faucet in freezing temperatures may cause pipes inside your home to burst.**

3. Turn off Electric Circuits:

Turn off electric supply to Hot Water Heater:

- In circuit breaker box, locate breaker labeled hot water heater.
- Push breaker completely to "off" position.

4. Set Heating System on "Emergency Heat" and Fan to "Auto"

- This will prevent the outside unit from freezing up, or being damaged in snow drifts, or other weather-related problems.
- Set thermostat to 50° F.
- Turn switch on humidifier (if any) to **off**.
- Have home checked by someone periodically, especially during periods of prolonged freezing temperatures.

5. Unplug Other Appliances (optional)

- Unplug televisions, radios, clocks, DVDs, computers, washers/dryers.

6. Make Sure Home is Secure

- Close and lock windows and doors.

7. Upon Returning to Your Home:

- Turn on main water line.**
- Turn on Circuit Breaker for hot water heater.**
- Turn switch on humidifier (if any) to On.**
- Plug in any electrical appliances** such as TV, clocks, computer, that you unplugged.