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## **Helpful hints for preparing your condo for absence**

The following list is designed to help you prepare to close your Condo when leaving your home for an extended period. Some may apply to your situation and others may not.

- Inform Management you are leaving.  
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- It is HIGHLY recommended you hire a “home watch” company to check on your unit. They will make sure there are no issues and can meet contractors in your absence.
- Cancel or forward mail/newspapers and packages. Make sure you notify Amazon. The office is not responsible for forwarding your mail and packages.
- Remove all porch furnishings as if preparing for a hurricane threat. Be sure to thoroughly clean outdoor items, especially cushions when storing to avoid mildew issues.
- Set thermostats between 75-80 degrees and make sure humidistat is set to ON position only.
- Replace smoke detector batteries and replace any smoke detector every 10 years.
- Make sure any lanai lights/fans are turned off
- REMOVE fan blades from lanai fans – these become projectiles during heavy storms.
- Use good quality surge suppressors - connect to all sensitive electronic equipment.
- Appliances:
  - Empty icemaker and any items from freezer and refrigerator
  - Throw out any unused foods that will not keep (including herbs)
  - Run ice cubes and 2-3Tbsp of baking soda in the garbage disposal to clean disposer blades. White vinegar also helps with any odors
  - Empty coffeepot and throw out any used grounds
  - Clean all appliances and remove crumbs from toasters
  - Set timers for lamps, radio or appliances
- Flush and sanitize all sinks and drains with vinegar. Use enzymes (Zep drain defense) to clean build up and prevent clogs in all drains and sinks.
- Seal toilets with shrink wrap and close lids and slow evaporation to prevent sewer gas.

- Turn electric breaker off to the water heater.
- Turn off main water supply to your Villa.
- In case of storm or incident while gone, take pictures of your Villa (including clothing) and take any important documents with you.
- Make sure all closet doors, bedroom doors and sink cabinet doors are open.
- Consider placing a dehumidifier in the kitchen sink to keep humidity under control.
- Place Damprid in closets, cabinets if needed.
- If leaving your car, disconnect the battery and place damp rid inside.
- Clean your dryer vent regularly (OHV cleans out main vents every other year).
- Change water supply lines to braided supply lines.
- Service A/C unit, checking condensation lines for clogs and replace filter (Ace Hardware carries filter cloth if you would like to replace more often).
- Set off insect bombs or foggers if desired.
- Lock all doors and make sure the office has a copy of your key in case of emergency.