

# LEAVING PEBBLE CREEK CHECKLIST

It is that time of year when many owners are leaving, and we want to make sure that you prepare your condominium unit for your departure. Below is a list of some items you may consider and a form to turn into the manager:

- **Turn off main water valve in your unit - a must when leaving.** All owners/renters/guests are required to turn off the main water valve if you leave for 48 hours or more.
- Turn off both water valves to the washer, and leave washer lid open.
- Turn off the breaker for the hot water heater at the breaker box.
- Set A/C at 76-80 degrees, humidistat (contact your HVAC contractor for suggested settings) suggested settings are at about 60—65%, and thermostat on “Cool” and “Auto.”
- Notify your homewatch person of the company that services your air conditioner.
- Notify your homewatch person when you are leaving, and make sure that the *Administrative Assistant* has their name listed in your file in case of emergency.
- Reroute your mail, and make sure that you inform the Administrative Assistant that you wish to change your address by either phone, email, fax, or in person.
- Set all alarms, and inform the *Administrative Assistant* if you have an alarm system.
- Notify - Administrative Assistant (Email, FAX, address below) of your departure date & approximate return dates.
- Unplug TV's, VCR's, computers and their phone jacks, answering machines, and all other small appliances. Summit Broadband wants all of their installed boxes to remain on – TV, internet modem. Unplug TV but leave the cable box on. Set light timers. Set all ceiling fans at low. Leave closet doors open/ajar.
- Keep refrigerator on, but remove all food. Empty ice container and turn off the icemaker.
- Store coffee, spices, candles, etc. in the refrigerator. Leave pantry and other doors slightly open for better circulation to prevent mold.
- Prop open dishwasher door to prevent mold and mildew.
- Clean and dry all areas to avoid insect infestation.
- Remove all furniture, decorations, rugs, mats, plants and objects from lanai and entry way.
- During Hurricane season (June 1 – November 30), if you are absent for more than 72 hours, all objects, as listed above must be moved from lanai and entry way. Close hurricane shutters.
- Place a small amount of bleach in your toilet bowls to keep them clean.
- Put phone, computer, and newspapers on vacation stop with your provider.
- Close all hurricane shutters, and close and lock all windows and doors as you leave.
- Remove items from the garage area that might not tolerate heat or might rust.
- **PLEASE MAKE SURE AND TURN THE FORM BELOW INTO MANAGEMENT. THANK YOU.**

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## PEBBLE CREEK DEPARTURE INFORMATION

Name: \_\_\_\_\_ Bldg.: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Homewatch Person Name: \_\_\_\_\_ > Phone No.: \_\_\_\_\_

A/C Service Provider: \_\_\_\_\_ > Phone No.: \_\_\_\_\_

Change my address to: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ Emergency No.: \_\_\_\_\_

APPROXIMATE RETURN DATE: \_\_\_\_\_ Alarm System: Yes or No (Circle one)