

Part Time Unit Owner Checklist

When leaving your unit vacant for 30 days or more it is important to protect your unit and your association against damage from weather, mold, & critters. Below is a checklist to reference before you leave.

Information & Notification

- Arrange for a responsible person to check your unit on a weekly basis. This includes turning on the air conditioner, flushing toilets, running the disposal, dishwasher, clothes washer/dryer, collect mail and reset timers in the event of a blackout.
- Notify your property manager of your departure and when you plan on returning
 - Inform them of who is the person checking on your unit
 - Leave the best contact information to reach you with your property manager
- Create a list of service company/vendors you use to service your home and make it available to the person responsible for checking on your unit
- Take pictures and video of the inside and outside of your unit. This is to help with any claims that may arise

Moisture & Mold Protection

- Turn off water at main valve inside your unit.
 - Leave air conditioner on and set at 78 degrees F to increase airflow and prevent humidity and mold.
 - Have AC serviced before leaving.
- Turn up the temperature of your freezer and refrigerator, do not turn off.
 - Empty and turn off the ice maker
- Prop open the dishwasher door to prevent mold growth from residual moisture

Weather Protection

- Bring patio furniture inside
- Clean out gutters and downspouts
- Trim overgrown tree branches
 - Remove outside items that could fly away in high winds including pots and decorations.
- Unplug all unnecessary appliances (TV, lamps) to prevent damage from lightning strikes.

“Critter“ Protection

- Add 2-3 TBSP of Chlorine Bleach in toilet bowls (must be reapplied after flushing).
- Seal all toilet bowls with plastic, close lid and secure with a heavy object.
- Close all sink and tub drains
- Place cork or stopper in sink overflow drain
 - Check for any openings around pipes, disposals, wiring and sliders. Seal with industrial foam or steel wool.
- Remove all food or secure all food in sealed, air tight containers.
 - Most pests do not tolerate the smell of Irish Spring soap or dryer sheets. Place these in strategic places throughout your unit.
- Check attic for potential pest entry sites before leaving

Miscellaneous

- Turn off hot water heater.
- If you leave a car, run heater for 15 minutes after using the AC for last time to dry moisture in air ducts.
 - To avoid a dead battery when leaving a car for 4-5 months, disconnect wire leading to negative pole.
- Check batteries in smoke and CO2 detectors.
- Ensure the security of your unit by checking all windows and doors for defects.
 - Are the locking mechanisms in good order?
 - Are the alarm-monitored entry points working properly?
 - Are you using locking pins on the sliding glass doors?

In addition, please have our information on hand in the event of an emergency or claim.

We have you covered!



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