

## DEPARTURE CHECKLIST

Because many of our owners leave their units unoccupied for several months, especially during the summer months, this checklist may be helpful as you prepare to leave. It is not a complete list by any means, but is designed to help you with this process.

*Note: Many electronics will draw a small amount of power even when switched off (phantom loads). The only way to avoid this is to unplug the appliance or turn off the associated breaker.*

- \_\_\_\_\_ Fill out the required NOTICE OF DEPARTURE FORM that is available at the clubhouse.
- \_\_\_\_\_ Empty and turn off ice maker. Empty and turn off refrigerator. Prop doors open (a towel draped over door works well).
- \_\_\_\_\_ Discard open food packages or store in sealed containers (to discourage critters).
- \_\_\_\_\_ Empty recyclables and trash baskets.
- \_\_\_\_\_ Run the garbage disposal to make sure the line is clean and empty of food scraps.
- \_\_\_\_\_ Leave the door of the dishwasher and washing machine cracked open to avoid mildew.
- \_\_\_\_\_ Consider buying ant and roach traps for kitchen and bathrooms.
- \_\_\_\_\_ Turn off the water to the water heater and unplug the unit. Inspect the water heater unit and the drip pan for signs of rust or leakage.
- \_\_\_\_\_ Turn off the main water line entering the condo unit.
- \_\_\_\_\_ **IMPORTANT:** Turn A/C unit to 80 degrees and set thermostat to “Auto.” This will help to dehumidify and avoid mold in your unit. This is a good time to change the A/C filter. If you have a humidistat, set A/C to 80 and humidistat to 60 to save electricity. A/C will then only turn on if relative humidity (RH) exceeds 60. RH below 62 percent stops mold growth.
- \_\_\_\_\_ Check windows and doors for water-tight closure. Close and lock against winds & storms.
- \_\_\_\_\_ Unplug electrical devices that could be harmed by power outages, or that could cause phantom load electric charges, such as computers and televisions.
- \_\_\_\_\_ Leave closet doors open for ventilation and to prevent mildew.
- \_\_\_\_\_ **IMPORTANT:** Bring patio furniture AND BICYCLES inside unit. This includes door mats and flower pots. According to Sarasota County Emergency Management, even a 100-pound flower pot can become a potential airborne missile during a hurricane.
- \_\_\_\_\_ Close all window coverings (shades, blinds, draperies) to help control temperature and to prevent fading of flooring and furniture.
- \_\_\_\_\_ Cancel newspaper delivery.
- \_\_\_\_\_ Leave a US Postal change of address with your mailman, at the post office, or online.
- \_\_\_\_\_ Turn off all the lights, BUT NOT THE MAIN POWER SWITCH (leave on A/C).
- \_\_\_\_\_ If you leave a car, make sure a year-round neighbor has a key.
- \_\_\_\_\_ **IMPORTANT:** PLEASE have a neighbor or a paid service check your unit WEEKLY, to prevent or discover any damage, either *to* your unit or *from* your unit.
- \_\_\_\_\_ Ensure the Association has a key to your unit, as required by the rules and regulations. If damage occurs, immediate entry is needed to assess damages and/or begin repairs.