



Vacation Checklist – When going on vacation, prepare your property for success!

- If you are going to be out of town for more than one week, please let your property manager know and provide an emergency contact should we need to contact someone regarding the property.
- Be sure rent has been paid to prevent any notices or extra fees during your time away.
- Notify all necessary parties such as trusted neighbors to avoid panic.
- Have a trusted family member or friend collect mail or packages to deter theft.
- Arrange for assistance with trash cans.
- Do not post on social media or otherwise make it obvious to the public that you will be away.
- Set timers or leave on exterior lights whenever possible and set an alarm if present.
- Be sure to lock all windows and doors.
- Turn off all appliances, large and small, such as stove burners, coffee pots, irons, etc.
- Turn your water heater to “vacation mode”.
- Set heat or AC to appropriate temperatures – heat at 55 and AC at 80 – to avoid freezing or overheating.
- If you have plants or pets, arrange for proper care. Do not leave animals alone unless a reliable person can care for them daily.

Holiday Tips – People enjoy different holidays, but please exercise care and remove décor when each season ends.

- Check plugs and wires before hanging lights and dispose of defective decorations to avoid injury/damage.
- Hang lights and decorations properly and carefully.
- Only use lights and decorations during holiday seasons and remove promptly when season ends.
- Dispose of trees properly and NEVER burn in fireplace.
- Use appropriate extension cords (outdoor use) and do not overload or staple.
- Turn off lights when not at home to reduce fire risk.
- NEVER use illegal, dangerous, or explosive devices.
- Be sure to follow all regulations when obtaining and using legal fireworks and use common sense!
- NEVER use fireworks inside or near your residence or near dry grass, trees, or other vegetation.
- Attend an officially sanctioned fireworks celebration to enjoy the show without the risk or responsibility.



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