



Checklist! CLOSING UP YOUR HOME



**BELOW IS A LIST OF ITEMS TO CONSIDER WHEN
CLOSING UP YOUR HOUSE FOR AN EXTENDED
PERIOD OF TIME.**

- ☐ Tell front gate how to reach you over the summer.
- ☐ Take photographs of rooms in the house in case you are a victim of a burglary. This may help better identify things that are missing.
- ☐ Change mailing address; arrange for mail forwarding.
- ☐ Hold or cancel newspaper delivery.
- ☐ Arrange for neighbor to pick up any newspapers or mail that might be delivered after you leave and to notify you so that you can contact newspaper and/or post office that delivery wasn't stopped as ordered.
- ☐ Arrange special instructions to gardener, bug guy, pool guy, housekeeper.
- ☐ Store patio furniture in your garage.
- ☐ Store outdoor cushions inside.
- ☐ Remove annuals from pots.
- ☐ Turn off and empty water feature.
- ☐ Check exterior yard drains to be sure they are clear for the increased watering in summer.
- ☐ Make sure outdoor lights are working.
- ☐ Make sure batteries in smoke detectors are fresh. Even though you won't be home, others can still hear alarm if there is smoke.
- ☐ Turn down hot water heater, don't forget the casita.
- ☐ Shut off the hot water re-circulating pump.
- ☐ Run water in all sinks; close sink traps.
- ☐ Pour water into bottom of dishwasher so seal will not dry out.
- ☐ Flush toilets, pour toilet cleaner into toilets, close lids.
- ☐ Turn off water to house.
- ☐ Turn off gas in fireplace.
- ☐ Turn off gas in barbecue.
- ☐ Turn off ice maker.
- ☐ Unplug electronics.
- ☐ Clean out the refrigerator.
- ☐ Adjust AC to 85, don't forget the casita.
- ☐ Engage locks on cabinet doors if you have them in case of earthquake.
- ☐ Set out large buckets of water in each room.
- ☐ Remove batteries from remotes and put into fridge.
- ☐ Put printer cartridges in ziplock and put into fridge.
- ☐ Put candles and cosmetics in fridge.
- ☐ Remove garage remotes from cars.
- ☐ Lock up all sets of car keys, house keys, garage door openers.
- ☐ Store valuables either in a safe, safe deposit box, or take with you.
- ☐ Call forward phones.
- ☐ Turn down the volume on your phone so outsiders cannot hear that it just rings.
- ☐ Take all garbage out.
- ☐ Close blinds.
- ☐ Make sure doors and windows are locked.
- ☐ Secure slider doors: place piece of pipe in track and engage any additional locks that may have been installed for extra security.
- ☐ Set timers for lights while away.
- ☐ Set alarm.