

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, and 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 association 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
- 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!

David Mohns, AAI, CIRMS, LCAM
 Vice President–Community Association Division
DavidMohns@BouchardInsurance.com
 (727) 373-2947

Greg Ruggiero, AAI, LCAM
 Sales Executive–Community Association Division
GregRuggiero@BouchardInsurance.com
 (941) 556-1211