

Before you Leave Remember to...

1. Turn off HOT WATER circuit breaker (located in laundry area)
2. Set thermostat, Auto Mode – 78 summer; 62 winter
Fan on AUTO
3. Lock all windows and doors
4. Turn off ice maker
5. Keep fans operating at low speed at all times. Circulation of air will keep your vaulted ceilings free from mold/mildew. (If you do not have a fan, you may want to consider installing one. See list of service people who do this kind of work.)
6. Unplug all electronic devices: TV, stereos, computers, toaster, coffee maker
7. Unplug all scented oil dispensers if you use them, such as Glade Plug-Ins
8. Leave all inside doors ajar for air circulation – closets, bathrooms, etc.
9. Leave all commode lids in an upright position. Mold and mildew will grow when the lid is down.
10. Make sure all outside furniture is **secured or stored**, in case of hurricane
11. Cancel paper delivery
12. Fill out card to have Post Office hold mail – limited to 30-day period / or
Fill out card to have Post office forward mail
11. Leave contact information in case of an emergency or neighbor to be
Contacted, and give to property manager.
16. Names of specific repair services to be used. Please give to property manager. (It is suggested that your AC unit is serviced twice a year. When these cottages were built, the drip lines were run into the sewer/take away lines. If these lines get clogged, major ceiling or wall damage can occur. On routine maintenance, these lines should be flushed.)
17. If you are renting your unit, leave the SMC Rules and Guidelines page for their edification.
18. Location of main water shut-off
20. Relax and have a fabulous time. Rest assured, “**All’s Secure!**”
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