



SECURE YOUR APARTMENT WHILE YOU ARE AWAY

Remove plants and hanging items from your patio. Lock storm/patio shutters

Turn off power to stove and refrigerator. Remove perishables. Use towel over the doors to keep doors slightly ajar.

Pour two cups bleach into toilet bowl. Don't flush. Lift lid. Cover bowl with plastic wrap. Close lid and place a heavy object on top of lid. (ex. A stack of books)

Notify Office of departure date and leave working keys for emergency use. **Have someone periodically check your unit.**

Turn off water to bathrooms. Shut off valve is in a bedroom closet.

Unplug hot water heater.

Replace smoke alarm batteries.

Have AC unit serviced. Set controls for "away" per manufacturer's instructions. Place service provider's name on AC unit along with service telephone number.

Turn upholstered cushions on end to promote air circulation.

Thoroughly flush garbage disposal. Pour ½ cup cooking oil into disposal at blades. Flick on briefly to distribute oil.

Turn fans on low setting for air circulation.

If leaving a car, lock license plate inside, visible through rear window. Leave keys with office or notify office who has key.

Fill out the US Postal form for having mail forwarded to your Northern address.

Have a safe trip!