

FALL/WINTER/SPRING BREAK

CHECKLIST

1. Let your landlord know when you are leaving and when you will be returning. Will any tenant be in and out during break?
2. Lock all windows and doors.
3. Turn on the security alarm.
4. Heat – if you are currently using the heat, set at 55 degrees. I
5. Unit air conditioners – turn them off.
6. Unplug all small kitchen appliances (coffee maker, toaster oven, etc).
7. Remove all perishable items from the fridge.
8. Do not leave dirty dishes, glassware or bottles.
9. Remove all trash and store in closed containers outside.
10. Take all valuables – computer, cell, ipod, jewelry, etc with you when you leave.