

## SUGGESTIONS BEFORE LEAVING....

Whether leaving for just overnight or an extended period of time, it is always a good idea to follow these suggestions, where appropriate:

- ❑ Leave travel itinerary at the front desk to include phone numbers and address where you can be contacted. Just email the front desk. [propertymanager@hammockscapehaze.net](mailto:propertymanager@hammockscapehaze.net)
- ❑ Please update your owner information sheet with all necessary information pertaining to entrance to your home.
- ❑ Leave information for a local contact person that can be contacted in the event of an emergency and you are unreachable or unable to return to the Hammocks.
- ❑ Forward or stop your mail delivery and newspaper delivery.
- ❑ Notify the Hammocks office of any trade work to be done in your unit while you're gone.
- ❑ Leave any special instructions with the Hammocks office. These will be placed in your file.
- ❑ Shut off the refrigerator's icemaker. Remove all ice from the ice collector in the refrigerator. Remove all food from the freezer and refrigerator. Do not shut off the refrigerator/freezer but set on the lowest setting.
- ❑ Turn off water heater power.
- ❑ Turn off water main shutoff to the unit. Close shades and drapes.
- ❑ Set thermostat at 78 degrees or cooler and set humidistat to 55 or below. Leave all ceiling fans running on the lowest setting to circulate air in condo.
- ❑ Stop and/or forward newspaper, mail and other deliveries.
- ❑ Remove **ALL** furniture, plants and hanging items from terraces. This is a must for Hurricane Season, June 1<sup>st</sup> through November 30<sup>th</sup>.
- ❑ Test smoke alarms by pushing the green-lighted button and it will make a short tone- replace with 9-volt battery when necessary.
- ❑ Please make sure the Hammocks office has your alarm code and entry key in case we need to access your unit.
- ❑ Change the phone message on your answering machine if applicable
- ❑ If you leave a car parked, please leave a set of keys for emergency purposes.
- ❑ It is a good idea to unplug all electrical appliances incase of an electrical storm; Computers, TV, VCR or DVD, stereo, toaster, can openers, curling irons, hair dryers, lamps, alarm clocks, etc. Remove the batteries from all remotes.
- ❑ Spray a little WD-40 in the waste disposal to prevent it from locking up.