

CLOSURE OF PROPERTY

TWO WEEKS BEFORE LEAVING:

- Ask your postman to give you the mail forwarding form.
- Inform you internet and TV provider to suspend service.
- Have your car checked for a safe return.
- Check your air conditioner or have a qualified technician do it.
- Change the thermostat's batteries and leave some on the counter.
- Clean the A/C drain.
- Change the filter, if needed and leave extra filters beside the A/C.
- Suspend newspaper's delivery.
- Make a copy of your important documents and keep it in your pocket during the trip. (credit cards, driving license, computer/tablet/cell phone serial number, etc.).

DAY OF DEPARTURE:

Water heater:

- Disconnect or switch off power supply (breakers).
- Close cylinder valve.
- Close cold water valve(s).

Electricity:

- Turn OFF all breakers, except for the devices you keep ON (fridge, A/C, smoke detector). You should check weekly your electricity consumption at: **FPL.com**. This will alert you if there is an excessive consumption or illegal occupation of your property between our visits.

Controler and telephones:

- Take out the batteries.

Refrigerator:

- Lower the temperature to +/- 2°C. If it is disconnected, secure the doors open. In both cases, never leave perishable food in the refrigerator.

Dishwasher:

- Leave door ajar.

Food Grinder:

- Pour ½ cup of vegetable oil.

Furniture:

- If possible, move them away from the wall about 6 inches to allow air to circulate.

Doors and windows:

- Take out the nets and store them flat.
- Lock all windows and add security greenhouses to discourage looters.
- If any and allowed by the management, close your anti hurricane shutters.

Curtains:

- Close curtains and blinds, leaving some light in.

Temperature and humidity:

- We recommend to set the thermostat at **78F** and the humidity at **50%** with fan at **AUTO**.

Darkness, heat and humidity are an ideal combination to form fungi, mold and bad odors.

Vacuum cleaner:

- Remove old bad or empty the bin.

Cabinet lavatory:

- Do not empty the tank. Put a tablespoon of bleach in the tank and 1 ounce in the bowl. Too much bleach can damage the porcelain.
- Cover the toilet and the tank with a saran wrap to keep the water from evaporating. Do not use oil and antifreeze which stain the bowl.

Sinks and shower:

- Never clog** the sink, shower or bath drains. Use a zip lock sandwich size, and fill it up 1/3 with water leaving 2/3 air and put it on the drain hole. Easy, safe and economical.

Why? As it often happens, the faucet start flowing drop by drop and sink eventually overfills, thus causing thousands of dollars in damage. The zip lock, rise with the water and let it drain, then goes back into place.

THE DAY BEFORE YOU LEAVE - Leave on the kitchen table:

- Name and telephone of insurance agent.
- Name and telephone of your building's property management.

JUST BEFORE YOU LEAVE:

- Empty and dispose of all waste bags.
- Ensure windows and doors are locked.
- Check if you have at hand: money, passport, driving license, medicine, medical prescriptions, address book, glasses etc.
- Do not forget: computer, lap top, tablet, cell phone, chargers and home keys.
- Take the carry-on luggage upon departure.

LOCK THE DOOR!

During the trip

Whether it is the day before your departure, on the road, at the restaurant or at the **DO NOT LEAVE ANYTHING VISIBLE IN YOUR CAR** (GPS, tablet, lap top, passport, money, wallet, handbag etc.) keep them with you or put them in the trunk.

When you stop at a gas station, always **lock the doors** of your car.

When at home:

An inspector will send you a report upon each visit of your property in Florida.

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SCL BOUCHARD SURVEILLANCE YOUR EYES IN FLORIDA™

WISHES YOU A GREAT SUMMER.

Hoping to see you back in the fall!

* * *

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