

CHECK LIST TO-DO BEFORE YOU LEAVE

- Call Shuttle / Check auto for safe trip
- Stop Newspapers
 - AZ Republic 602-444-1000 Last Day_____ First Day_____
 - Daily News 623-977-8351 Last Day_____ First Day_____
 - Independent 623-972-6101 Last Day_____ First Day_____
- Line up House Check-Key Holder_____
- Fill out Vacation Watch Card at the Posse Office
- Set Up mail box - Stop Mail or Forward to vacation address
- Put Cable, Internet & Phone on Vacation Hold_____
- Continue pest control/Contract for pest control _____
- Put valuables in safety deposit box
- Check outside Watering Schedule-validate back-up battery is good
- Talk to Neighbors - Leave key-holder, emergency & your cell phone numbers
- Turn off water heater and circulating pump
- Lock all windows
- Check how your house looks from the outside
- Secure or store any outdoor furniture that might blow away in a storm
- Lock front door, patio doors & others & check them again
- Unplug the garage door opener, but do not disengage the emergency pull chain
- Block the garage door track with a bolt or a lock
- Lock the door between garage & house; Lock garage service door
- Take out the garbage
- Unplug computer(s)
- Unplug TV(s)
- Unplug All Appliances
- Set thermostat to_____or turn air/heater off
- Set security lighting inside the house (timers) in appropriate rooms
- Set security lighting outside the house
- TURN OFF WATER TO INSIDE THE HOUSE
- Empty refrigerator of perishables - if empty, unplug and prop open
- Adjust window treatments
- Lock electric box (should be locked all the time)
- Pack all medicines & write doctors' telephone number
- Close all drains
- Clean & saran wrap all toilets & tanks
- Spin 1/4 cup vegetable oil in garbage disposal for lubrication
- Other....