

## BTP Seasonal Residents Close-Up Checklist

- Forward mail delivery and stop any newspaper delivery.
- If you have a pool in your unit, notify your pool company of your departure and follow their recommendations.
- Change your smoke detector batteries and thermostat batteries, if needed.
- Take all clothes out of the washer and/or dryer. Unplug both.
- Bring all patio furniture, plants, hoses, ornaments, etc. inside your unit.
- Have your AC serviced and your AC filters changed before you leave. You should set the air conditioners according to the manufacturers or service company's recommendations. Under no circumstances should you turn off the power to your home or turn off your AC system. Set thermostat between 77-82 degrees at your discretion. If a timer has been installed, set it for a two-hour run in the morning hours with the AC thermostat set between 70-74 degrees.\*
- Humidistat—set the humidistat according to the manufacturer's directions. Incorrect humidity levels can cause mold and mildew to grow in Florida's hot weather. If you wish, you may also turn the fans on low (blowing downward) to circulate air; however, this does not reduce humidity. You may also wish to install "Damp-Rid" or a similar dehumidifying product for extra protection.\*
- Leave the dishwasher door ajar for air movement to prevent mold. A small amount of vegetable oil may be placed in the bottom well to prevent the seals from drying out.
- Run your garbage disposal before leaving to make sure all residual food is removed. Running a handful of ice cubes through the disposal also will help rid any food debris. Pour a small amount of vegetable oil in bottom of garbage disposal to prevent the seals from drying out.
- Open cabinets, dressers, etc., and leave closet doors and drawers open to allow air movement and circulation.
- Pour ½ cup of bleach in each toilet bowl (not in the tank), and seal the bowl with plastic wrap to keep the bowl clean and slow evaporation.
- Disconnect electronic items (stereos, computers, TVs, etc.) and phones in case of electrical storms/power surges and outages. Unplugging your garage door opener will prevent it from malfunctioning and opening accidentally.
- If you have cable & wi-fi from an outside provider, contact them and follow their instructions. If you have the standard HOA provided BlueStream cable & wi-fi

package, leave your service box connected to power but disconnect it from the TV. This will allow BlueStream to monitor the line and update the box's software if needed while you are gone.

- ❑ If you are leaving bagged or boxed food items, be sure these are tightly sealed to prevent insects and rodents from being attracted. Do not leave any perishable food in your home.
- ❑ Set refrigerator to a warmer setting. Turn off your icemaker and empty out the ice in the bin. Placing filled jugs of tap water in the refrigerator will reduce the refrigerator's cycling and save energy. Some prefer to empty and unplug the refrigerator, leaving the door open. You are welcome to do either.
- ❑ Pack all prescription drugs and personal identification items such as social security cards, passports, etc.
- ❑ Turn the hot water heater circuit breaker off to save energy and prevent water heater burnout if the water supply is shut off.
- ❑ Arrange for your hurricane shutters and garage door stiffeners to be installed (if applicable) should a storm threaten, and for them to be removed after the storm. Homeowners are not allowed to put up their hurricane shutters more than 10 days prior to a hurricane making local landfall, or 10 days after a storm has subsided. You will need to coordinate with your installer or home watch representative to put up or retract your hurricane shutters in the case of a hurricane while you are away.
- ❑ Be sure that all trash and garbage has been removed from your home. Trash and recycling containers should be stored inside your garage and not left outside. Last-minute trash can be dropped into the garbage dumpster in the clubhouse parking lot. Large items do not apply. You will need to call Waste Pro to schedule a large item pickup, and you must be present to see that the large item(s) have been collected by Waste Pro successfully.
- ❑ Turn off the main water valve if you are in a Carriage Home. Courtyard Homes with pool or spa, consult with your pool company and/or home watch representative.
- ❑ Call PURCOR pest control to re-establish your insect barriers.
- ❑ Lock all doors and windows, including the garage and garage access doors.
- ❑ Make sure the management office has your correct alternate residence contact information and knows that your unit will be vacant.
- ❑ Check your Envera gate access list and update it consistent with your anticipated absence dates. Contact your private alarm company, if applicable.
- ❑ Ask a friend, neighbor or home watch company to periodically check your property. If they do so with their shoes removed, they'll be able to detect damp carpet.

- Check with your insurance company so that all your policies are correct and in place during your absence.
- Place important papers in safe storage; take copies of key papers with you.
- If desired, take photographs or video of your home's interior to document the condition of the house when you close up. In the case that something happens to your unit

Cardinal Management offers an in-house 24/7, 365 HomeWatch Program to all Bell Tower Park residents. The HomeWatch services cater to all needs but are particularly useful to those who are seasonal residents. Know your home is in good hands with a fully reliable team on-call around the clock that has instant access into the community. All Cardinal Management HomeWatch representatives are fully equipped, licensed contractors prepared for any request or immediate emergency. Our HomeWatch representatives will handle nearly any issue or concern. This includes closure of hurricane shutters if a storm arises, and they will retract/open them after the storm has passed. They will cater to your needs in the case that you left items outside that you need brought in, something electronic you forgot to unplug, change an air filter, etc. Their list of services is vast and is also very useful for when you return here for the season. If you are interested in this exclusive service to Bell Tower Park residents, and you would like to look over Cardinal's HomeWatch Program packet, please contact the management office.

*\*There are no guarantees that mold or mildew will not form even if these suggestions are followed. Again, you should follow the direction of your AC service company or home watch representative(s) regarding the settings for your specific system.*