

## **Recommended Condo Closing Checklist**

- Inform the Association office when you will be leaving and confirm correct and current contact information.
- Make sure all patio, lanai, and front entry outdoor items are brought inside the unit. If the maintenance staff has to bring belongings in with a storm approaching, the unit owner will be charged \$100.
- If your lanai is glass enclosed, it is recommended that you leave the inside slider partially open.
- Shut down the water main valve located in front of the unit. Be sure to check that your water is turned off after shutting the valve. If you are not sure which valve controls your unit, contact the office.
- Turn off the breaker to your hot water heater.
- Leave your air conditioner set at 76-78 degrees to prevent mold and moisture. Leave all ceiling fans on low to circulate air. If applicable, leave your humidistat at 60%. Have your unit serviced before you leave by changing the air filter and cleaning the condensate line. Leave all closet doors open and raise all blinds a couple of inches to prevent moisture buildup.
- Empty your refrigerator but leave it on. Turn off your icemaker. If you turn the refrigerator off, leave the door open.
- Leave your dishwasher and washing machine doors open, and follow the manufacturer recommended procedure for long term idle use. Be sure the garbage disposal is clean. You may wish to pour a little olive oil in to lubricate and prevent rust.
- Strip all beds of sheets and mattress covers. This will prevent any microbial growth under the sheets.
- Test all smoke detectors and leave spare batteries for all smoke detectors and thermostat.
- Unplug all small appliances tv's and computers. Cable companies recommend leaving cable boxes and dvr's plugged in so they can be updated when necessary.
- If you are leaving a vehicle, be sure to leave a set of keys in the unit where they can be easily located. If you are going to disconnect the battery, install a switch that easily can be set to turn the battery power back on. You may also want to slightly overinflate the tires.
- Wrap the toilet bowls with plastic wrap to prevent any insects or mice from getting in the unit. Close all drain covers and shower drains.
- If you engage someone to watch the unit in your absence, give the manager their name and contact information. They should be instructed to turn the water on at the start of the inspection. They should flush all toilets and run water at all faucets. They should check all vanities and under kitchen sink for water leaks. They should ensure the air conditioner is running properly. It is recommended to pour a cup of vinegar down the condensate line every month. Lock all doors and shut off water valve upon leaving.
- Cancel all newspaper and magazine subscriptions, leave a Vacant Unit card in your mailbox (available in the library), and have your mail forwarded. If you signed up for an owner's portal on the Progressive Community Management website, you can change your mailing address yourself. If not, notify the manager of your change of address.