

"Before You Leave" House Checklist Suggestions

<i>Done</i>	<i>Item</i>
	SEVERAL WEEKS BEFORE DEPARTURE
	Change address or put hold on magazine/newspaper subscriptions
	Change address on medical subscriptions through mail order
	Change default address on online mail order services like Amazon, etc.
	Contact landscaper/gardener
	Contact pest control service (or spray Home Defense)
	Contact house watch person & give them key to house
	Enroll in Dark House Program (below)
	https://www.orovalleyaz.gov/Government/Departments/Police/Services/Request-a-Free-Dark-HouseHome-Check
	AROUND A WEEK BEFORE DEPARTURE
	Mail forwarding - https://moversguide.usps.com/mgo/address-info
	Check in with SCOV Office to Update Emergency Contact-Address
	Change HVAC Air Filter
	Call Comcast 800-934-6489 to change to vacation rate or disconnect
	Account number _____
	NOTE: Do not cancel service if using electronic devices to monitor
	Call Oro Valley Water to set up vacation rate for sewer 520-229-5000
	Account number _____
	Call Southwest Gas to arrange disconnect if desired 877-860-6020
	Account number _____
	SEVERAL DAYS BEFORE DEPARTURE
	Store outdoor furniture, cushions & lawn ornaments
	Move grill to storage location and remove LP tanks
	Drain fountain and if portable move to house
	Empty bird baths and turn bowls upside down
	Set irrigation timer to summer setting
	Unplug garage refrigerator, clean & prop open
	Put down sticky pads at door edges and below wall vent
	Remove liquids (laundry soap & cleaning materials) from garage
	that could be damaged by heat/cold
	Remove batteries from remotes, clocks, etc. and store in fridge
	Put candles in fridge
	Set out bottle of Chlorox at each toilet
	If cancelling Comcast, return equipment if rented
	Arrange with neighbor to take garbage can out or take to neighbor
	Empty humidifier
	NIGHT BEFORE AND DEPARTURE DAY
	Empty all waste baskets
	Lock all windows & patio doors & put in poles in patio doors
	Set thermostat to desired temperature

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	Close blinds & shades (& insert insulation pieces if done)
	Unplug TV's, all electronic equipment and unplug Lamps
	Turn off power strips
	NOTE: Do not unplug router if keeping internet WiFi on
	Shut off breaker to dryer (outside panel)
	Shut off breaker to stove (outside panel)
	<u>KITCHEN</u>
	Turn off ice maker and check fridge temp settings
	Remove all perishable food
	Leave old towel near sink
	Leave out vegetable oil by disposal for house watch person
	Un-plug microwave and appliances
	Leave dishwasher closed but not latched or in lock position
	Run water in drain and close drain
	Put olive oil & other oils in fridge
	Fill gallon jugs with water & put in fridge (more efficient when full)
	<u>BATHROOMS</u>
	Fill water buckets and leave in or near bathrooms
	Leave old towels out for spills or leaks
	Put chlorox in toilets (and cover with Saran wrap if done)
	Run water in sink drains & close
	Run water in shower drain and cover
	<u>GARAGE</u>
	Lock Side Door
	Set water heater to vacation mode
	Shut off water to washing machine and dryer
	Unplug electricity to washing machine
	Prepare golf cart for absence
	Prepare car for absence (up on blocks, disconnect battery)
	<u>FINAL CHECK</u>
	Take any remaining garbage out
	Check fridge for perishable items
	Check that windows and patio doors are closed & locked
	Turn off all lights & fans
	One last walk around house and patio
	Shut off water to house (or curb if not using irrigation)
	Leave garage door opener in house
	Turn light switch to garage door opener to OFF or unplug garage opener