



Leaving Home?

It is important to have a licensed, bonded and insured agent check your home weekly or at a minimum every two-weeks to avoid insurance claim denials and to identify problems early on, so they can be corrected in a timely manner. In the event of an insurance claim, give this form to your adjustor along with your periodic property inspection reports to demonstrate your diligence in protecting your home. Claims are most typically denied based on the negligence of the homeowner.

When returning home perform a thorough check of your home to make sure no problems occurred during your absence. Be sure and allow your water heater tank to fill BEFORE turning on the electrical breaker. Most leaks occur from your air conditioning unit, refrigerator, dishwasher, water heater, washing machine, toilets & sinks.

Hot Water Heater

- Turn (all) water off inside and out
- Have a plumber install a ball valve on main supply outside and by your water heater.
- Visually check for calcium and rust build-up on water heater
- Know where all the water supply valves are located to shut off
- Know where your breaker box is located
- Know which breaker turns off the water heater and turn-off when leaving
- Check all valves and hoses for signs of wear, make sure they are in good condition
- Consider replacing your hoses with braided stainless steel flex hoses

Toilets & drains

- Keep the toilet lid down; put a strainer in the kitchen sink
- Always flush toilet & run water in sinks when conducting periodic inspection
- Pull drain stoppers or close
- Place plungers over drain in bathroom sinks; cover drain in shower - keeps bugs & rodents from entering your home
- Make sure water valves are turned off

Garbage Disposal

- Don't put food down disposal unit just before you leave
- Run water and crunch ice in disposal unit to clean unit and line

Refrigerators

- Empty fridge of all perishable food
- Turn-off the water line to the refrigerator
- Turn off ice-maker and leave refrigerator on low setting
- Store boxes of pasta, rice and cereal in refrigerator

HVAC Systems

- Keep ceiling fans on
- Keep thermostat to 78 - 80 degrees and set on auto
- Set humidistat at 35% and leave it on
- Have your HVAC technician check condensation drain to make sure it's not clogged
- Check for infestations; corners of garage door where light enters

When you can't be home... we're always home.



Appliances

- Unplug appliances including TV's and computers to prevent damage during thunderstorms
- Check batteries in smoke detectors and photocells in security lighting
- Cancel cable

Interior

- Close drapes and blinds
- Make sure windows and doors are locked

Exterior

- Check for obvious signs of ant activity on outside walls
- Check sprinkler heads to make sure they're not spraying on any outside walls
- Make sure landscape (grade/slope) flows away from the home
- Check irrigation system and outside faucets to make sure there are no leaks
- Do a preventative maintenance check on pool & pool equipment
- Check roofs & gutters for debris
- Bring patio furniture inside

Security

- Cancel mail, newspaper and cable
- Review your insurance policy 'Vacancy Stipulations'.
- Leave all necessary emergency phone numbers
- Leave car keys with manager or responsible party

NAME

PHONE #

Neighbor: _____

Property Manager: _____

Insurance Agent: _____

Policy #: _____

HVAC Contact: _____

Pool Service: _____

Plumber: _____

Pest Control: _____

Roofing Co: _____

Grounds Maintenance: _____

Always Home

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