

Closing your Florida Home

1 Month – 3 Weeks Prior to Departure

- Arrange for AC service – include cleaning condensation line
 - Pour a small amount of Bleach/Vinegar down condensation line
 - Replace AC filter
 - Calibrate Humidistat if applicable
- Confirm other services as required
 - Landscaping
 - Pool service
 - Maintenance
 - Hurricane shutter installation
- Confirm exterior lights are functioning (preferably motion sensor or on timer)
 - Service as required
- Have Home Advocate confirmed
 - Provide authorization to your gatehouse/Condo Association as required
 - Ensure Home Advocate knows how to find Master Water shut off
- Prepare a home inventory for insurance purposes
- Review Homeowner's policy
 - Ensure you are covered for long absences
 - Check for Water damage clause
 - Most policies require all water incidents be reported within **15 days OF THE INCIDENT**
 - Confirm Coverage limits, adjust as necessary
- Develop contact list
 - Your home number, cell phone, other family contacts
 - All vendor contact info (Landscaping, pool, AC repair, etc.)
 - Condo Association, Gatehouse number, etc.
 - Leave copy in house and provide to your home advocate

2 Weeks Prior to Departure

- Purchase timers for lights & radios, surge protectors, room deodorizers, extra AC filters
- Acquire Dehumidifier if desired
- Suspend Non-Essential Services
 - Cable
 - Garbage
 - Mail
 - Newspapers/Magazines
 - Interior pest control services
- Confirm AC & pool equipment is in good working order
 - Replace thermostat batteries
- Begin Close-up clean
 - Vacuum all floors & upholstery
 - Shampoo rugs & furniture as required
 - Clean any fungal spores (mold) with a fungicidal cleaner or bleach solution

One Week Prior to Departure

- Refrigerator
 - Eat/dispose of all perishable foods
 - Place baking soda in the refrigerator/freezer
 - If fridge will be left off, unplug now to allow time for freezer to defrost and condensation to be collected.
- Cabinets
 - Eat/dispose of all perishable foods
 - Remove boxed/non-canned food from cabinets
 - If fridge will be left on, store Flour & Grains in fridge while away.
 - Wipe down cabinets to remove debris & crumbs
- Replace smoke alarm batteries & test
- Centrally place dehumidifier (if applicable) & confirm operational
- Bathrooms
 - Clean toilets bowls
 - Seal toothpaste or any other toiletries that may attract ants or other pests
- Tend to any plants as required
- Store/secure potential projectiles
 - Lawn chairs
 - Hoses
 - Tables
 - Potted Plants

J&M Home Management

Saint Petersburg, FL

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Day of Departure

General

- Unplug any non-essential appliances and electronics
- Leave Closet/room doors slight ajar for airflow
- Lock all windows
- Turn off Water @ main source
- Set timer lights & radios as needed
- Place room deodorizers as preferred
- Adjust blinds to minimize sun exposure
- Turn off all non-essential circuit breakers

Kitchen

- Dishwasher
 - Empty & leave door slightly open
- Sink
 - Run Ice through Garbage disposal & rinse with baking soda
 - Place stopper(s) over drains
- Refrigerator
 - If unplugged, leave doors ajar or if staying on, turn temp down to low

Bathrooms

- Add small amount of bleach to bowl
- Seal with plastic wrap if desired
- Cover all sink/shower drains with tape or stoppers if desired
- Leave sink & closet doors slightly ajar for air circulation & increased visibility

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J&M Home Management is a home watch company that specializes in alleviating homeowner concerns by checking on your home and providing resources to resolve problems.

Hiring a professional means, you can spend time enjoying your family & friends rather than worrying about your home.

Bedrooms

- Strip bedding/Change linens on beds
- Leave closet doors slightly ajar for airflow

AC

- Set AC to your desired temperature
 - FPL (Florida Power & Light) recommends 80 degrees for detached homes and townhouses and 77 degrees for condos and apartments.
- Set Humidistat to 50% (if applicable)

Water Heater

- If Electric, turn off breaker
- If Gas, set pilot setting to low

Exterior

- Secure all gates and screen doors
- Pool
 - Ensure gated area is locked & secure
 - If not monitored & maintained, turn off water supply & disconnect power to pump

Immediately prior to departure

- Set off bug bombs/foggers if desired
- Set Burglar Alarm
- Lock Doors & secure exterior



For assistance with any of the items listed above or to hire J&M Home Management to watch your home while you are away. Please contact Jennifer at 727-368-6589

These tips are meant to act as a guide when planning to close up your home for a long trip away. Because each situation is unique, J&M Home Management cannot guarantee any particular result will be achieved by following these tips.
Adapted from the Palm Beach County Closing your Florida Home Checklist: <http://www.pbcgov.com/coextension/FACS/housing/homeclosing.htm>