

Preparing to Leave Checklist

Before Leaving for the Season, use this checklist to prepare your unit for your absence. This will also serve you well for Storm Preparedness.

Bermuda Greens Requirements under Rules & Regs are highlighted in bold green.

- It is the owner's responsibility to instruct renters and home watch company on water shut off policy and bring in all loose objects, including bikes and potted plants and the Rules that follow.

In addition:

- Handle all delivery and mail services; Remove/Update Imperial Gate Access Guest Lists.
- **It is required that each unit owner provide the management company with a duplicate house key of both entry doors and dead bolt locks as well as outside door key and code for keyless entry if applicable.**
- **It is required that each unit owner have a condominium watch person/company to inspect the unit on a regular basis when the unit owner is absent for long periods of time.**
- **Unit owners must provide the management company with the name and phone number of the condominium watcher.**
- **In addition to the condo watcher info, it is strongly suggested that you provide the management company with an alternate address/phone number for emergency purposes.**
- **All furniture, potted plants, and other objects must be removed from the lanai and from around the outside of the unit. If approved hurricane shutters have been installed on the lanai, furniture may remain in place but moved away from the shutters.**
- **All units MUST have their air conditioner on, in good working order, and set at a level to prevent mold and mildew growth inside the unit.**
- **Store bikes inside your garage or unit; do NOT leave them in the bike racks.**
- Lock all windows and sliding doors.
- Draw hurricane shutters.
- Pull shades leaving 1" clearance for evaporation of moisture.
- Fill jugs with tap water and place in refrigerator/freezer, in case home watch needs water while performing routine inspections. Will also help an 'empty' refrigerator/freezer use less energy.
- Empty out the refrigerator/freezer for power failures; donate/dispose of perishable and carbonated items.
- Adjust refrigerator/freezer temperature 'while away' in accordance with your appliance instruction manual.
- Turn off ice maker and empty ice tray.
- Leave closet, cabinet and interior doors open for air circulation.
- It is recommended to run all water taps and flush toilets before shutting off main water supply to ensure water pipes are fully cleared. Upon return, do the same after turning on the main water supply.
- **Turn off the water heater before turning off the main water supply. Upon return, make sure water is flowing from the hot water tap, before turning water heater back on.**
- **The main water valve in the unit must be turned to the OFF position.** It is suggested to run faucets after shutting off water to relieve pressure from water lines and then close.
- Cover toilets with plastic wrap to prevent evaporation of water and odors.

■ **The circuit breaker for the water heater must be turned OFF.**