

Vacant Property Checklist

1	Home Insurance Policy	Ensure policy reflects and protects the home during vacancy.
2	Home Mortgage(s)	Continue to pay your mortgage and all interest, taxes, and fees. Notify them of the change in address to send statements.
3	Homeowners Association	Continue to pay your HOA dues. Notify them of a change in address to send correspondence.
4	Set auto timers for lights, if applicable.	
5	Utilities	DO NOT shut off utilities. Notify them of forwarding address.
6	Mail	Change your address with the post office and forward all mail to new address.
7	Remove ALL food	Regardless of whether it is fresh, frozen, canned, or boxed. Everything left in the home can become incentives for critters to come in and scope the place out.
8	Unplug all non-essential electrical appliances and devices.	Items plugged in still use a small amount of electricity. Better to unplug items that will not be used while the property is vacant.
9	Shut off water to sinks, toilets and fridges to avoid accidental leaks.	To avoid toilets running constantly or unpredicted drips, leaks, or floods, shut off the water near each source.
10	Winterize home by blowing out sprinkler systems and removing hoses from bibs.	Protect the property from any pipes freezing in cold weather.
11	Also ensure someone is going by within 24 hours of snow fall to shovel snow and ice off of sidewalks, walkways and driveways.	This is to ensure no one slips on the property and that HOA and city ordinances are being followed.
12	Ensure yard maintenance is maintained (lawn mowing, weeds, trees trimmed).	This not only ensures the property looking occupied, it prevents rodents and snakes from living in the brush and also ensures any HOA or city ordinances are being kept.
13	Adjust automatic thermostats.	It is recommended 58-60 degrees in the winter to avoid pipes freezing, 70 degrees in the summer.
14	Ensure all doors and windows are closed properly and locked.	Remove any hide-a-keys, and ensure a neighbor or trusted individual has a key to enter the property if needed.
15	Ensure chimney flute is closed	
16	Remove any valuables, weapons, and medication from the property.	These items are the main reason people will break into properties to steal.