



REQUIRED DEPARTURE CHECKLIST

Unit # _____ Name: _____

RSA Association owners and residents are required to complete this checklist and submit it to the Manager before leaving their Units unattended for a week or more.

Required Items:

- _____ Inform the office manager of your travel plans with date of departure and date of return.
 - o Date of Departure _____
 - o Date of Return _____
- _____ Provide emergency contact information to the office manager
 - o Name _____
 - o Phone # _____
- _____ Close all exterior windows and doors.
- _____ Turn off main water line to condo to prevent flooding.
- _____ A/C Unit must remain ON and set no higher than 79 F to prevent mold growth.

- _____ If you are leaving an automobile the key should be left on the kitchen counter in case of emergencies.

Additional Suggestions:

_____ Make arrangements with someone to inspect your unit at least every 2 weeks. Leave name and phone number with office manager.

_____ Notify the post office of your plans and arrange for the disposition of your mail.

_____ Stop all deliveries in your absence. The manager cannot be expected to deliver items to your unit.

_____ Close all curtains and pull down all shades as this will keep your electric bill down.

_____ To save electricity turn off lights and unplug electric equipment that will not be used while you are away.

_____ Store flour, cereals, rice etc. in refrigerator rather than dry storage unless in sealable plastic bins.

_____ Turn off ice maker and empty ice bin to avoid a leak in the event of a power outage.

_____ To avoid bug infestation, clean all counters and shelves in your kitchen.

_____ Make arrangements for maintenance of live plants in your unit.

_____ Cover your toilets with saran wrap and close lids to prevent bugs from escaping and water evaporation.

_____ Cover (plug) all other drains (sinks, tub, shower) to prevent bugs from escaping into your unit.

_____ If applicable, set humidistats and/or dehumidifiers no higher than 58% to maintain acceptable humidity.

_____ Run dishwasher in advance of leaving.

_____ Run kitchen sink garbage disposal to clear residual food.

_____ Add water to all drains (sinks, showers, tubs) to prevent sewer gas backup.

_____ Make a mixture of baking soda and vinegar and pour a cup down your drains to avoid smells and help clear clogged drains.

_____ Install water leak detectors at all commodes, sinks, hot water heater, and air handler units. Wireless devices that can send alerts to your smart phone are recommended over basic local alarms.

_____ Make sure all your systems (security, locks, lights, cameras, thermostats, smoke detectors, water sensors, servers, etc.) are set up properly and can be accessed remotely before you leave.

Required Items checked by manager:

Date: _____

Signature: _____