



REMINDER

WHEN CLOSING YOUR CONDO PLEASE REMEMBER TO.....

1. Shut off water main valve – **MANDATORY**
2. Unplug or turn off the circuit breaker for the hot water heater.
3. A/C – Find the setting that will give you a minimum temperature of 75 to 80 degrees and leave it there. Higher temperatures invite mildew. Someone should check the A/C weekly and change filters every 12 weeks. If you have a humidistat, it should read 55 to 60 degrees relative humidity.
4. Stop newspaper delivery.
5. Have your mail forwarded or held at the post office.
6. Contact your telephone service provider for temporary disconnect of telephone.
7. Spray or have sprayed all areas for bugs including drains, closets and cabinets. If needed leave a can of spray to be used every six weeks or arrange for the exterminator to get into your unit.
8. Leave the cover and seat up on each toilet and have someone come in once a month to turn on the main water valve, flush the toilet, wait until tank fills and shut off the main valve again.
9. Unplug all appliances – coffee maker, can opener, toaster, night lights, spot lighter, dust buster and in garage.
10. If refrigerator is empty, it should be left running. Turn off icemaker.
11. Wedge door of dishwasher open about one (1) inch. Before starting up upon return, pour in one (1) cup of water because of the water cooled seal in bottom of dishwasher.
12. Turn breaker for stove in the off position.
13. For protective purposes, leave a light on a timer or a 40-watt light bulb burning constantly.
14. Open closet doors, cabinets and shower doors for circulation.
15. Close shutters, but remember darkness will promote mildew. Because of this use a lower thermostat setting of 75 to 80 degrees. Hurricane season is rapidly approaching so please make sure your unit's shutters are in good working order and closed before you leave.
16. Please make the Empress Office aware of who will be looking after your Unit in your absence. Forms are available in the Office.

Have a safe and happy trip!