



Homeowner Extended Leave Checklist

Dear Homeowner,

This is a list of suggested activities to perform around your property before leaving Tesoro for an extended period. Identify the items from the checklist that pertain to you and mark them off as they are completed.

This is not an official document only a guide.

The checklist can be used in conjunction with the *Insurance Deductible and Water Leaks* document found on the Tesoro website, on the RESIDENTS tab.

Please consult a professional or your manuals to confirm you have the appropriate information.

Thank you for your cooperation.

The Maintenance Committee.

General

- Arrange for home visits
- Set seasonal hold cable/internet
- Set security system
- Store outdoor furniture
- Store propane tank (townhomes)
- Turn off accent lightning
- Secure checkbooks, passports, password books and documents

Security

- Lock windows/doors, close shades
- Block slider tracks
- Change smoke detector batteries
- Change electronic lock batteries and garage keypad batteries
- Secure keys, openers, fobs

Interior

- Fans off
- Overhead lights off

Interior - Continued

- Unplug lamps, appliances, TV
- Ice maker off
- Check food for expiration dates
- Store open food in containers
- Empty trash
- Arrange final pickup for trash/recycling
- Spray for insects/set traps

HVAC

- AC tune-up
- Change furnace filters
- Set temperatures 55 heat/85 cool
- Turn off fireplace gas
- Clean area around condenser
- Make sure "smart home" features work

Water

- Water heater vacation setting
- Water softener fill/turn off
- Turn off water, wall valves *townhomes*, main shutoff outside *villas*

Vehicles

- Fuel/wash
- Change oil
- Set trickle charger
- Increase tire pressure
- Set tires on pads
- Block exhaust ports
- Dryer sheets for interior
- Separate windshield wipers from glass
- Store e-bike batteries at proper charge and temperature