

# ARGUS Property Management, Inc.

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Argus Property Management wants to wish all of our owners a pleasant and safe trip north. Below is a list of suggestions to prepare your unit for your departure.

## Departure Checklist

1. Remove perishables from refrigerator. Turn ice-maker to “off” but leave your refrigerator on the low setting.
2. Run your garbage disposal and check to make sure it is clean.
3. Turn off water heater and inspect for signs of rust that may leak in your absence.
4. Turn off the water coming into the home. (Exception if the fire sprinkler system receives water from your main water system. Club Home at Heritage Oaks is an example of this. DO NOT TURN OFF MAIN WATER SYSTEM in these cases)
5. Inspect or have someone inspect your A/C unit to assure proper drainage and drip pans are not rusted.
6. Turn your A/C unit to 78-80 degrees and set on “Auto.” This will help dehumidify your unit. If you have a humidistat place this to the on setting.
7. Check around windows and exterior doors for signs of water intrusion.
8. Unplug your TV, Clock Radios, Computers, and other electronic devices to prevent damage during summer thunderstorms.
9. Leave closet doors ajar.
10. Cancel newspaper deliveries.
11. Leave change of address card for mailman and mail a change of address to Argus Property Management so your mail will be sent to the correct address.
12. Bring all porch furniture inside.
13. Close draperies or blinds if you are concerned about sun fading carpet, etc.
14. All lights should be turned off, but leave the power on.
15. Check all doors and windows to be certain they are locked.
16. If you leave a car at your unit give the keys to a neighbor in case it needs to be moved.
17. Have someone check on your unit weekly and look for any mold, leaks or other damage that may need to be reported to the association.