



## Summer Departure Checklist

- Check out at the Administration Office and confirm departure date**
  - Review and update contact information (email, phone, summer address)
  - Confirm who has access to your keys
  - Ensure Third-Party forms are submitted and paid (if renting)
  - Cancel winter mail forwarding with USPS (if applicable - <https://www.usps.com/manage/forward.htm>)
  - Purchase forwarding labels from the Admin Office if needed
  
- Remove all food items except sealed spices**
  - Defrost and thoroughly clean refrigerator and freezer (including bottom tray)
  - Leave refrigerator and freezer doors propped open with towels
  - Place baking soda or coffee grounds inside the refrigerator
  - Place bay leaves in cupboards to deter insects
  - Check all storage areas for perishables
  
- Inspect exterior main water supply fittings for leaks or corrosion**
  - Turn off main water valve (padlock if possible)
  - Pour approximately 1 cup of mineral oil into each sink and shower drain
  - Run garbage disposal until clean; add mineral oil treatment
  - Turn off water supply to toilets and flush lines
  - Remove all of the water from the bowl and add mineral oil to the toilet bowl
  - Turn off water heater and allow it to cool
  - Pour 1 quart RV antifreeze into the dishwasher
  - Pour 1 quart RV antifreeze into the washing machine
  - Pour ½ cup RV antifreeze into the washing machine standpipe
  
- Clean gutters to prevent monsoon backup**
  - Check drainage around the unit; ensure water flows away from home
  - Clear weep holes in block walls
  - Remove fruit from trees to discourage roof rats
  - Elevate or store ground-level furniture and valuables
  - Place sandbags if needed for ground-level Arizona Rooms
  
- Apply weed control (Ortho Ground Clear without 2-4-D)**
  - Consider pre-emergent weed treatment (no 2-4-D)
  
- Ensure all windows are fully closed, sealed, and locked**
  - Inspect weather stripping for gaps

- Install reflective shades if windows are not low-e
- Close blinds and curtains
  
- Decide whether to leave the electricity on or turn it off at the meter**
- If leaving electricity on, set AC to 90–95°F
- Unplug non-essential electronics
- Remove batteries from clocks, remotes, flashlights
- Lock the electric pedestal if applicable
  
- Disconnect golf cart batteries**
- Arrange for monthly charging and brief operation (if possible)
- Cover vehicles and golf carts
- Avoid storing wood directly on the ground near the unit
- Lower trailer window awnings (if applicable)
  
- Replace smoke detector batteries**
- Clean stove and oven
- Store small appliances in cabinets
- Ensure bedding and linens are clean and stored
- Close propane cylinder valves tightly
- Check skirting openings for secure fit
- Cover electronics to reduce dust infiltration
  
- Consider hiring a property caretaker for summer monitoring**