



## The Oaks IV – Winter Resident Summer Departure Sign-Out Sheet

Resident Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Departure Information

- Date Leaving: \_\_\_\_\_
- Expected Return Date: \_\_\_\_\_
- Vehicle Left on Property (Y/N): \_\_\_\_\_
  - If yes, describe location & vehicle info: \_\_\_\_\_

### Home-Watch Information

Home-Watch Company/Person: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Frequency of Checks (bi-weekly): \_\_\_\_\_

### Unit Preparation Checklist

Please check all that apply:

- Water shut off
- Main breaker off (except required circuits)
- Refrigerator emptied
- Freezer emptied
- AC set to recommended temperature
- Doors & windows secured
- Lanai items stored
- Mail forwarding arranged
- Car prepped (if applicable)

### Insurance Documentation

- HO-6 Condo Insurance Policy Provided:  Yes — copy attached  No — resident will provide later  On file from previous year

Staff/CAM Initials: \_\_\_\_\_

Dear Residents, as many of you are preparing to leave The Oaks for the Summer season, we want to ensure your home is properly secured and maintained during your absence.

To help protect your property and the community, please review the following requirements and recommended steps before you depart.

### Climate & Humidity Control

- **Set A/C to 78–80°F** with **auto** mode to control humidity without wasting energy.
- **Set humidity control** (if available) to **50–55%**.
- **Replace A/C filter** before leaving.
- **Leave interior doors open** for airflow (bedrooms, closets, laundry).
- **Close blinds/curtains** to reduce heat and sun damage.

### Water & Plumbing

- **Turn off the main water supply** to the unit.
- **Drain water lines** by briefly opening faucets after shutting off the main.
- **Flush toilets and add a little bleach** to bowls to prevent mold rings.
- **Turn off water heater** (breaker + tank valve if applicable).
- **Run garbage disposal** with a little ice and vinegar to clean it.

### Electrical & Appliances

- **Unplug electronics** (TVs, computers, lamps, small appliances).
- **Empty refrigerator and clean it**, then:
  - Leave doors slightly open to prevent mold
  - Or set to vacation mode if keeping it running
- **Turn off stove/oven breaker** if possible.
- **Check smoke detectors** and replace batteries.

### Cleaning & Pest Prevention

- **Take out all trash** and recycling.
- **Clean kitchen thoroughly** (crumbs attract pests).
- **Seal all food** or remove it entirely.
- **Run dishwasher empty** with a cleaning cycle.
- **Check for any leaks** or moisture before leaving.
- **Close drains and cover toilets** if humidity is a concern.

### Storm & Security Prep (especially for Florida)

- **Bring in or secure balcony furniture.**
- **Close and lock all windows and sliders.**
- **Check hurricane shutters** (close if required by HOA).
- **Photograph the unit** for insurance documentation.
- **Verify insurance coverage** for hurricane season.
- **Set up a monitored alarm system** or ensure it's active.

### **Administrative & HOA Items**

- **Forward mail** or place a USPS hold.
- **Notify HOA or property manager** of your absence.
- **Provide a key** to a trusted neighbor or caretaker.
- **Schedule periodic checks** (monthly or after storms).
- **Update emergency contact info** with the condo association.

### **If You're Leaving a Car Behind**

- **Disconnect the battery** or use a trickle charger.
- **Fill the gas tank** and add fuel stabilizer.
- **Cover the vehicle** if stored outdoors.

### **Quick One-Page Summary**

- A/C set to 78–80°F, humidity 50–55%
- Main water OFF, water heater OFF
- Fridge empty & propped open
- All electronics unplugged
- Trash removed, unit cleaned
- Windows locked, balcony cleared
- Mail held, HOA notified
- Key left with trusted person