

Suggestions for Closing Your Residence

1. Clean all kitchen appliances with warm soapy water, rinse clear with clear water and, importantly dry. Clean and unplug all small appliances. Remove all food from the refrigerator that will spoil. Empty the ice bin and place the ice maker on OFF.
2. Store flour, sugar, pasta or any dry foods in the refrigerator.
3. Make sure to clean around the door gasket on the dishwasher to remove any food particles that may cause mold. Leave the door unlatched to release pressure on the gasket.
4. Pour 1/8 cup of lemon or lime juice down the garbage disposal, followed by 1/4 cup of corn oil and turn the disposal on for a few seconds, then add an additional cup of corn oil.
5. Turn off your water supply. Close the valve located in your mechanical room. Place the circuit breaker (also located in the mechanical room) for the hot water heater in the OFF position. **Caution:** Be Careful **not** to turn off your air conditioner breakers by mistake.
6. Unplug all electronic equipment and computers.
7. Make sure your air conditioner is in working order. Thermostat can be set on "cool" between 76° - 78°, fan set on "auto".
8. Turn indoor ceiling fans on low.
9. Add Clorox to the toilet bowls and cover with Saran Wrap. (This works well and keeps the water from evaporating).
10. **Remove all furniture and plants from any unprotected balcony and lock all sliding glass doors. (We never know if a hurricane or tropical storm will visit us while you are away).**
11. Put all storm shutters down tight. Do not leave slats in the open position and return the shutter control buttons to the neutral positions.
12. **Important** - Please notify the office prior to departure.

Absentee Home Watch



Pricing from \$20 per week—dependent on size of residence.

EXTERIOR: Security and contracted services

- Check windows, doors and patio areas for security
- Check on all outside and inside contracted services (pool, lawn, plants, etc.)

INTERIOR: Plumbing, Electrical, HVAC

- Check A/C, humidistat, security systems, smoke alarms for proper working order
- Check hot water heater and breaker box
- Check for leaks and other household hazards
- Run all taps to prevent malfunction
- Flush toilets
- Check for insects or pests
- Check residence after heavy storm

Absentee Home Watch services are provided on a weekly basis. A staff member will meet with you to discuss your personalized plan. A quote will be then be provided. Pricing is determined by the size of the residence. Copies of the inspection checklists will be sent to you once a month. You will be contacted if a repair is needed.

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Key Holding



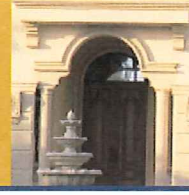
NO CHARGE. NO REGISTRATION FEE

Issuance of a Key to an approved guest\$20
Assisted Entry\$20
Lockout Service\$20

All prices are subject to change.

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Seasonal Departure Preparations



Pricing dependent on size of residence.

- Check Security system to insure proper working order
- Check smoke alarms to insure proper working order
- Check for leaks and other household hazards
- Turn up air conditioner to requested setting
- Unplug appropriate appliances
- Disconnect television and cable
- Take in all patio furniture and store as directed
- Take in all patio plants and store as directed
- Close all windows and coverings
- Trash can set out for collection and returned to garage
- Check to see all windows and doors are locked
- Turn off pool and spa heaters
- Turn off water to washing machine and dishwasher
- Turn off icemakers and empty trays
- Turn off water heaters at breaker box

HOME OPENING. Reverse of above

- We will shop to stock your pantry
\$30 an hour plus cost of groceries
- We will accompany vendors during repairs
\$30 an hour

All prices are subject to change.

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Custom Services



Price quotes to be given by Provider.

- Travel Services (local and worldwide)
- Airport Shuttle
- Dry cleaning pick up and delivery
- Housecleaning
- Care for your indoor plants
- Landscaping services and maintenance
- Pool maintenance and repairs
- Pest control
- Water recreation from planned beach parties to scuba lessons
- Service for: Plumbing, electrical, HVAC, painting, and other minor repairs (non warranty issues)
- In home massage, personal trainers and yoga instructors

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