



HERITAGE VILLAGE WEST

4100 66TH STREET CIRCLE WEST, BRADENTON, FL 34209

DEPARTING HVW CHECKLIST

- _____ **Stop at the office to leave your departure form.**
- _____ Fill out Mail Forwarding and Change of Address forms with US Post Office.
- _____ Empty refrigerator. Leave door ajar if you are turning off refrigerator.
- _____ Empty dishwasher.
- _____ Cup of vinegar in air conditioner.
- _____ Turn off washing machine water valves.
- _____ Turn off hot water tank inlet valve.
- _____ Flush toilets and be sure they fill before leaving.
- _____ Lock windows, shed door, and sliding glass doors.
- _____ Cover tub and shower drains with rubber stopper, mat or plastic wrap to prevent drain trap from drying out.
- _____ Turn off electric breakers (especially range and dryer) leave on the breaker for the outside lamp post.
- _____ Remove lint from the dryer filter.
- _____ Remove any packaged foods, especially pasta, grains, sugars and cereals. They attract and breed pests.
- _____ Set the air conditioner on "cool." Set humidifier at 60 degrees and the thermostat at 80 degrees.
- _____ Place vacuum cleaner bag in the garbage.
- _____ Remove garbage and recycling. Have a neighbor retrieve the containers after collection.
- _____ Stop newspaper delivery.
- _____ Unplug lamps, TVs, night lights, and electrical appliances.
- _____ Remove batteries in electronic remotes.
- _____ Turn off the water valve outside front of your unit.
- _____ Lock your door as you leave.