

RIVO POLICY FOR EXTENDED ABSENCES:

The policy for extended absence is the requirement of the unit owner to follow stated procedures to minimize risk of accident or damage to the building during your absence and to hire a home inspection company or identify an individual to inspect their unit while they are away for periods greater than one week. Please check your unit insurance policy for how long you can be away from your unit without it being inspected or if you need to hire a professional company. Once you hire or identify someone to conduct your unit inspection, please notify the front desk. Please turn in your signed check list to the front desk upon your departure. (attach check list)

During their inspection of your unit they should be checking your A/C units as well as running water in all sinks, tubs, showers and toilets. This will prevent the P Traps from drying out and smelling.

ABSENCE FROM UNIT (Per the rules of the association)

1. During any absence over 48 continuous hours, it is the responsibility of all Unit Owners and their Lessees to leave the air conditioning set to maintain the temperature no higher than 78 degrees and to turn off the main water valve and the hot water heater circuit breaker. Owners and Lessees should inform the Building Manager that the unit will be vacant.

2. All items must be removed from the terrace during any such absence including furniture and plants.

Please note: If there is an emergency in your unit and your home watch company can't assist you, the association can. An emergency is defined as when an individual unit, neighboring units or common areas are in immediate or probable risk of damage such as a water leak, A/C unit not working or fire. In these emergencies the staff will work with the homeowner to eliminate the emergency and then homeowners will initiate all further corrective actions within their unit. The property manager will review emergency situations to determine if our response was adequate and if there is a need to make a recommendation to the board that the homeowner reimburse the association for a portion of any added expense. Due to liability issues, the association cannot assist you with ongoing maintenance visits by your selected vendors.

Any service agreements or service repairs need to be signed by the owner or the home watch representative.

Companies that do Home Watch:

Always Home: 941-806-6880

Key Concierge: 941-388-2611

Sarasota Home Watch Inc: 941-404-7464 (Cheryl Dexter)

Suncoast Home Concierge Service: 941-961-4309

Welcome Home Concierge: 941-915-1248

Southern Hospitality Home Watch: 941-733-7070 (Jana & Jason Hancock)

The association and the management of Rivo at Ringling do not endorse service providers that are identified.

RIVO POLICY ON HOME WATCH FOR ABSENT RESIDENTS:

Suncoast Home Concierge Service 941- 961-4309

The Association and the Management of Rivo at Ringling do not endorse service providers that are identified.

STEP BY STEP PROCEDURES PRIOR TO AN EXTENDED ABSENCE:

- ___1. Turn off main water valve located next to water heater and flip the hot water circuit breakers to the OFF position. (over 48 continuous hours)
- ___2. Remove all objects from balconies and terraces.
- ___3. Lock sliding glass doors.
- ___4. If refrigerator is turned off, make sure door is propped open so mildew will not form. If refrigerator is not turned off, turn off ice maker.
- ___5. Open doors within the apartment, such as closet and bathroom so air conditioning will circulate.
- ___6. Set thermostat to insure temperature will not exceed 78 degrees
- ___7. Make new authorization list for front desk of all persons allowed in your apartment during your absence, that have a key to access your unit. (The Rivo staff is not allowed to let in guest, housekeepers or vendors into your unit during your absence unless there is an emergency)
- ___8. Please inform management:
 - a. How long you will be away.
 - b. Phone number where you may be reached.
 - c. Name and number of company/persons watching your unit during your absence.
- ___9. Have mail forwarded. Stop newspapers.
- ___10. Do not leave any food in a refrigerator that has been turned off. Any food left in cabinets should be stored in a sealed, airtight container to eliminate pest infestation.

ADDITIONAL SUGGESTIONS:

- ___1. Run your dishwasher through a complete wash cycle with 2 cups of white vinegar (no soap).
- ___2. Leave garbage disposals free of standing food scraps.

Please turn in form to the front desk upon departure.

I _____ the unit owner of # _____ has completed all the above items on check list.

RIVO POLICY ON HOME WATCH FOR ABSENT RESIDENTS:

I will be absent from _____ and will return
_____.

Owners Signature _____ . Name and number of
company/persons conducting home watch during my absence.

Company/Person _____ Phone# _____.