

## RIVO AT RINGLING CONDOMINIUM ASSOCIATION

### STEP BY STEP PROCEDURES PRIOR TO AN EXTENDED ABSENCE:

- \_\_\_1. Turn off main water valve located next to water heater. (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.**

**Owners Signature \_\_\_\_\_.**

**Name and number of company/person conducting home watch during my absence.**

**Company/Person \_\_\_\_\_ Phone # \_\_\_\_\_.**