



CHECKLIST



Prepare Your MN Home For an Extended Trip

1 MONTH PRIOR TO DEPARTURE

- Confirm property services
 - o Landscaping
 - o Pool service
 - o Maintenance
 - o Plowing service
 - o Cleaner
 - o Other
- Determine who will watch your house before you leave (Home Advocate i.e. Northern Nest)
 - o Provide keycodes & physical keys to Advocate
 - o Provide authorization to your gatehouse/Condo Association as required
 - o Ensure Home Advocate knows how to find master water shut off
 - o Provide Advocate emergency contact list
- Schedule Advocate to flush toilets and run water
- Arrange for HVAC service – include cleaning condensation line
 - o Replace HVAC filter and schedule Home Advocate to replace filter as required
- Confirm exterior lights are functioning (preferably motion sensor or on a timer)
- Purchase and install timers for lights & radios. Install surge protectors or unplug sensitive electronics
- Review Homeowner's policy
 - o Ensure you are covered for long absences
 - o Check for Water damage clause
 - *Most policies require all water incidents be reported within 15 days OF THE INCIDENT
 - o Confirm coverage limits. Adjust as necessary
- Make sure pets are up to date on vaccines and have care arranged

1 - 2 WEEKS PRIOR TO DEPARTURE

- Suspend/Modify Services
 - o Cable
 - o Garbage
 - o Mail /Newspapers/Magazines
 - o Update package delivery address
- Begin close-up clean
 - o Vacuum all floors & upholstery
 - o Shampoo rugs & furniture as required
- Refrigerators/Freezers/Pantry
 - o Eat/dispose of all perishables
 - o Remove ice cream, meat, popsicles etc
 - o Place rice/beans/flour in air tight containers
- Vehicles
 - If leaving vehicles, wash exterior, vacuum interior, fill up the tank, and set up battery maintainer.
- General
 - o Clear vents and returns of obstructions
 - o Clean out the gutters
 - o Check the sump pump is working. Check the back-up battery too
 - o Replace thermostat, alarm and door batteries
 - o Tend to any plants as required
- Exterior
 - o Secure all gates and screen doors
 - o Make sure all hose lines have been drained, irrigation systems have been blown out and are shut down. Shut off water to hose bibs
 - o Turn off water supply & disconnect power to pump
 - o Inspect exterior of home for maintenance issues: vent covers, clean gutters, check down spouts, pest ingress locations etc



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LAST MINUTE TO DEPARTURE

- General
 - o Store/secure outdoor equipment
Lawn chairs, Hoses, etc
 - o Unplug any non-essential appliances and electronics
 - o Leave closet/room doors slightly ajar for airflow
 - o Lock all windows
 - o Open cabinet doors below the sinks located on exterior walls (winter)
 - o Set timer for lights & radios as needed
 - o Place room deodorizers as preferred
 - o Adjust blinds to minimize sun exposure
 - o Leave washing machine door slightly open
- HVAC
 - o Set HVAC to around 60-65 degrees (winter)
- Water
 - o Turn off water at main source
 - o Depending on if you have a traditional gas heater, electric heater, or tankless heater, adjust to appropriate occupancy setting
- Kitchen
 - o Dishwasher: Clean any internal filters on dishwasher and run a cycle with vinegar to flush the system. Follow manufacturer instructions. Empty & leave door slightly open
 - o Sink: Run ice through garbage disposal & rinse with baking soda or vinegar. Follow manufacturers instructions
 - o Refrigerator: Turn the ice maker off and empty the ice bucket. Set to vacation mode if available
 - o Unplug coffee maker and clean completely
- Bathrooms
 - o Deep clean toilets and sinks
- Garbage
 - o Empty all trash cans from kitchen, bathrooms and bedrooms. Remove recycling. Take out garbage or have Home Advocate remove

IMMEDIATELY PRIOR TO DEPARTURE

- Set alarms
- Lock doors & secure exterior
- Take picture of your shut garage door as you drive away for your peace of mind
- Call Northern Nest if you're forgotten anything

For assistance with any of the items listed above and to get a FREE quote from Northern Nest to watch your home while you are away.



NORTHERN
NEST

Peace of Mind While
You're Away From Home

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These tips are meant to act as a guide when planning to close up your home for a long trip away. Because each situation is unique, Northern Nest Services cannot guarantee any particular result will be achieved by following these tips.