

# Master Checklist

## FOR SNOWBIRDS

### HOME MAINTENANCE

- Move outdoor items inside
- Take care of outside landscaping. Consider hiring a snow removal company
- Shut off water and turn off water heater
- Set timers for indoor and outdoor lights
- Have your HVAC system serviced and lower the thermostat. Consider a programmable thermostat.
- Close fireplace
- Open interior doors (to help circulate air)
- Unplug appliances and keep doors open

*Notes:*

### HOME SECURITY

- File with Police
- Inform neighbors
- Secure Valuables (inventory them in a document)
- Install a security system
- Update your Home Insurance Policy
- Forward Calls
- Forward your mail

*Notes:*

### BANKING & INSURANCE

- Set up online banking
- Register bills for electronic payments or autopay
- Open a bank account local to SB location
- Home and Medical Insurance-update and review policies

### NOTIFY COMPANIES OF YOUR ABSENCE

- Electricity
- Water/Trash
- Phone
- Cable/Internet
- Credit Card Company
- Post Office

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*Notes*