

reminders for closing up:

1. Please be sure to leave keys for any cars that will be in the parking lot. They will need to be moved when parking lot is done and if we do not have keys we will need to have the car towed.
2. All perishables must be removed from the refrigerator, freezer *and* cabinets and that includes bags of ice.
3. If you have AC maintenance while you are gone we will assume it is ok to let them in unless you have notified Marcy or Kevin differently
4. Leave your bars for the porch windows in the porches where Kevin can see them.
5. Remember to remove front door mat and any chairs left in storage area under east stairwell.
6. Change batteries in digital thermostats or leave batteries where Kevin can find them during monthly checks
7. Hot water heater must be turned off when water is turned off, and water must be OFF
8. Remove any hoses that have been outside and nothing left outside of apartment
9. Notify manager if changes to address or phone numbers
10. Review page 10 of house rules for closing for the season
11. Notify management of any guests that will be staying in your apartment. ALL guests must be signed in and it must be made clear who they are and if owner is present OR if Gratuitous

loan...has Board approval. They must also be familiar with and are expected to follow the Palm Worth House Rules.

12. Be sure Palm Worth has a current key for any locks to your apartment.

13. Here is a list of what Kevin checks during his monthly apartment checks:

- window bars are secure
 - water leaks
 - water is off
 - hot water heater off
 - AC functioning properly
 - bugs
 - mold
 - batteries in smoke detectors changed in September
- You will be notified of anything out of the ordinary or any issues that need addressing.

13. HAVE A GREAT SUMMER!