

When Leaving on



Wherever you head for your vacation, a few personal property precautions prior to that trip will reduce potential problems.

PROPERTY SECURITY CHECKLIST

- Prepare an accurate, thorough inventory of all personal property. Store records off-site.
- Collect house keys from outside "hiding" places.
- Leave house key with trustee, friend or neighbor.
- Give trustee your away phone number in case of emergency.
- Ask trustee to use your garbage can, put it out on pick up day, and put it away.
- Leave name of property insurance agent with trustee.
- Ask trustee/neighbor to be alert for suspicious people or vehicles.
- Put house or business lights and radio on 24-hour timers.
- Overlap timers: living area lights/radio turn off one hour before bedroom lights.
- Ensure that your mail and newspapers are picked up.
- Have lawn mowed.
- Trim shrubbery below window level.
- Lock or bolt windows, doors, and outside sliding doors.
- Close all interior doors (to stop spread of fire and smoke).
- Check fire/smoke alarm wiring and/or batteries.
- Check exposed wiring, cords, and extension cords for fraying.
- Shut off water heater circuit breaker. Turn off water supply to water heater, water, and dishwasher.
- Unplug appliances with thermostats. Hide them from view.
- Turn home heating thermostat down.
- Store valuables in safe deposit box.
- Engrave driver's license number on markable valuables.
- Stow away guns, silver, china, etc.
- Put drapes and blinds in a daytime position.
- Remove combustibles stored against side of home or business.
- Alert local police of vacation.
- Install deadbolt locks on doors.
- Leave car in driveway.
- Activate burglar alarms.
- Retain this checklist to put your home or business back in operation.

Feel secure...
enjoy your
vacation!

