

Dover House "Before You Go" Checklist

Please complete this form and return to a Board Member before you leave on a trip over two weeks long in case we need emergency access to your unit to protect property, or need to move your car for protection.

Name _____ **Unit #** _____

Date of Departure _____ **Date of Return** _____

Water: Shut off valves turned off? Drains covered?

Kitchen: Sink _____ Dishwasher _____ Refrigerator _____

Bath(s) _____ Sink(s) _____ Toilet(s) _____

Other _____ All _____

Air Conditioner*: On _____ If on, then:

Thermostat Setting: _____ Date Condenser last cleaned: _____

**Recommend in Summer to leave the AC at 80 deg. to protect property from mold.*

Electricity: Breakers off? _____ Refrig. _____ AC _____ Other _____ All _____

Windows: Closed & locked? _____ Storm Shutters/Awnings secured? _____

Patios: Have chairs/other objects been moved inside during hurricane season (June 1-Nov30)?

Parking Space/Automobile: Are you leaving a car at Dover: _____ Space # _____:

Tag No. _____ Key left where? In Condo, or with whom: _____

Does another Owner have permission to use your space? _____

Name: _____

Who is checking on your unit regularly and pouring one cup of vinegar followed by hot water into AC condenser monthly?

Name _____ Phone: _____

Emergency Contact: Phone number where you can be reached in case of emergency?
