

We strongly recommend that you have someone checking your condo in your absence or at least every two weeks when you are gone. Refer to your **Manchester House Rules** for guidance. 3-24-20 revision.

CLOSING YOUR CONDO

1. Change your mailing address. This can be done online or ask your postman for a change of address card.
2. Put phone, cable and TV on vacation. Call *Spectrum* customer service (866.874.2389).
3. Cancel the newspaper. *Tampa Times* 813.226.3300.
4. Clean or change your air conditioning filter.
5. Set air conditioner on 79-80 degrees, fan on automatic, system on cool. (Most AC units operate with 2 AA batteries – check yours).
6. Close and lock all windows. Close blinds/curtains.
7. Unplug all electrical items: microwave, computer surge, phone, all lamps, toaster, coffee maker, etc.

IF NOBODY IS WATCHING YOUR CONDO IN YOUR ABSENCE:

- ***Toilets: flush, turn off water supply, wrap tank and toilet in plastic wrap to prevent the water from evaporating. This keeps bugs, roaches, etc. from entering through the plumbing system.***
 - ***Close all drains in sinks, tubs and showers by covering with cloth and placing water jars on top. Plug up overflow hole in tub and sinks with steel wool.***
 - ***Turn off water valves under bathroom and kitchen sinks.***
- 8. Open all closet and cabinet doors.
- 9. Place charcoal briquettes in pie tins in closets and under chairs, sofa (or Damp Rid).
- 10. Turn refrigerator to lower setting.
- 11. Empty ice cube maker and lift handle up.
- 12. Dispose of all cardboard boxes and paper bags (bugs feed on box and bag glue).
- 13. Store all open and unopen cereal boxes, pasta, coffee, flour, sugar, crackers, spices, etc. in the refrigerator – if you leave it on. Otherwise get rid of all food items that are not canned or in sealed jars.
- 14. Dishwasher – clean all dishes and keep door shut.