

BEFORE GOING AWAY – CHECKLIST

Unit # _____ Owner/Renter _____

Don't forget to protect your property and that of your neighbors. This checklist may help. Please turn it in to a Board member before leaving.

Water: Shut -off valves turned off:

Kitchen: Sink _____ Dishwasher _____ Refrigerator _____

Bath #1 Sink _____ Toilet _____ Bath #2 Sink _____ Toilet _____

Electricity: Breakers off _____ (all)

If breakers left on, which? Fridge _____ AC _____ Other _____ All _____

Air Conditioning: On _____ If on, thermostat setting _____

Condensate Drain Line Cleaned _____

Windows: Closed and locked _____ Storm Shutters _____

Awning down and secured _____

Patio: All furnishings removed and stored off patio? _____

Leaving Auto at Chatham?: If so: Space number _____ Who has keys?

Name: _____ Phone _____

Address: _____

Departure date: _____ Estimated Return Date _____

Where can you be reached in case of emergency? Phone: _____

Address _____

Other contact during absence: Phone: _____

Address: _____

Name of person responsible for checking your unit regularly (recommended bi-weekly and always after a storm)

Name: _____

Address: _____

TOWN SHORES OF GULFPORT #202, INC.

3018 59TH Street South
Gulfport, FL 33707

Subject: THE IMPORTANTCE OF HAVING YOUR UNIT CHECKED WHILE YOU ARE AWAY

To All Owners and Renters,

There are many problems that may occur if your unit is not checked regularly while you are on an extended absence such as a vacation. These problems don't always originate in your own unit, either. For example, some owners have returned to find their units filled with mold because of leaks that occurred in units one or more floors above them. Most insurance providers will not cover damage resulting from mold.

Damage that results from negligence is the responsibility of the owner of the unit in which the negligence occurred. Normally, damage to another unit that results from an incidental occurrence such as a plumbing failure is not regarded as negligence if the problem is identified and fixed quickly. But if you are on an extended absence, and a plumbing failure in your unit causes damage to another unit, you may be considered negligent if you did not have your unit checked regularly, and the problem was not identified and resolved quickly. Conversely, if you do not have your unit checked regularly, you may return home to find a problem such as the mold damage cited above.

We are asking all unit owners and renters who are away for an extended period of time to have a friend, neighbor, or relative check their unit at least twice a month. This person should check the walls ceilings, and floor for dampness. He or she should check the smoke detector, and put vinegar in the AC condensate line at least once a month. The person checking your unit would not be responsible if any damage occurs, but if the Board is notified quickly, they should be able to resolve the problem before it becomes too serious.

If you leave your car in the Chatham parking lot during an extended absence, please leave a key available to someone on-premises in case it should have to be moved for some reason. Remember if your car should ever have to be towed because it needed to be moved and no one had a key, the cost for storage retrieval would be yours.

So the next time you leave on an extended absence, please fill out the "Before Going Away" checklist and give it to a Board member before you go. And please ask anyone you know in the building who is leaving on an extended absence to do the same. If we all work together on this, it should go a long way toward minimizing any potential problems.

Yours truly,

CHATHAM BOARD OF DIRECTORS