

# SOUTHWEST PROPERTY MANAGEMENT

1044 Castello Drive, Suite 206  
 Naples, Florida 34103-1900  
 Ph: 239 261-3440 ♦ Fax: 239 261-2013  
 Website: [www.swpropmgt.com](http://www.swpropmgt.com)

## CHECKLIST FOR WHEN YOU'RE LEAVING YOUR UNIT

### Checklist Items

1. Turn off the water supply to your unit at the main valve and at your washing machine	
2. Set your air conditioner and humidistat according to the instructions	
3. Lock all windows and doors	
4. Remove patio furniture, plants, and store inside your unit or storage room	
5. Shut and lock your hurricane shutters, if you have them	
6. Empty your refrigerator	
7. Remove all perishable items including open cereal boxes, etc.	
8. Unplug or turn off the breaker for the hot water heater	
9. Disconnect the television cable and electrical cables to your television and stereo	
10. Manually lock automatic garage doors (if applicable)	
11. Arrange to have someone check your unit once a week (Please give the name of your "home checker and phone number to Southwest Property Management Corp.	
12. Tell your "Home Checker" if they turn on the water to be sure to turn it back off before they leave	
13. Disconnect phone service	
14. Cancel all newspapers	
15. Forward your mail	
16. Be sure the alarm system is working and arm the system when you leave	
17. Contact Southwest Property Management Corp. to change your mailing address; Make sure we have your correct telephone number(s).	
18. Make sure your Association has access to your unit in case of emergency	
19. Make sure (if you leave your vehicle) that the Association has your vehicle key(s) in the Association lock-box, or the name and phone # of the person who has a key(s).	
20. <b>Don't forget #1. Turn off water in 2 places!!!</b>	

**Complete the following phone directory and have it available for your "Home Checker":**

Important Numbers	Phone Number
<b>Southwest Property Management</b>	<b>239 261-3440</b>
Plumber	
Electrician	
Neighbor	
Unit Owner's Northern / Alternate Phone #	
Other:	