

Before You Go Away Checklist

A brief checklist to ensure that everything goes smoothly when you leave for an extended period.

1. Turn OFF the water in your unit. The shut-off valve is located adjacent to your water heater.
2. Set your thermostat to at least 55 degrees F during colder periods to prevent any freezing. During the warmer months, maintain a cool enough temperature to prevent excess humidity and reduce the chance of mold.
3. If anyone is expected to occupy your home while you are away, be sure to fill out a Key Release Form and turn it into the front desk. (That form is available on this website page under Forms.)
4. If you will be away for 30 days or fewer, and want your mail to be held for you, please fill out a Hold Mail form, available at the front desk.
5. If you'll be away for five days or more, let our building manager, Laurie Carroll, know with a quick email (lhs@hctowers.com). Include contact information if different from your emergency contact person.

