Closing a House Checklist for the Season

--- Change batteries in smoke alarms and carbon monoxide units.
--- Place toilet cleaner and brush at each toilet.
--- Set A/C at 85°F summer and 60°F winter.
--- Do not turn off water heater; turn to vacation or low.
--- It is recommended that you turn off the water to your R/O system.
--- Change air filters and leave some available for replacing if needed.
--- Forward mail by leaving a blank green vacant mail card tented in your mail box. When returning, complete green card with name, address and start date for renewed service.
--- Advise DHC Rep. if packages may arrive at home and provide tracking info or send to DHC Rep.’s home (provide address).
--- Test fire suppression system.
--- Have landscape checked, especially emitters; spray for weeds.
--- Turn off washing machine water valve.
--- If pest control needs are required, advise DHC Rep.
--- If you have a water shut-off valve to house, turn it to the off position.
--- Keep in touch by email; let us know when coming and going; we’ll update you regularly.
--- If leaving a car, connect to a Trickle Charger or Battery Tender.
--- Golf cart must be placed on a drip mat.
--- 5 gallon buckets should be filled ¾ of the way with water in each main living area. They should not be placed on carpet, sinks or tubs.
--- Bring patio furniture cushions inside. Close or remove umbrellas.
--- Water softener – You may wish to turn both knobs on the back of the water softener to bypass position (perpendicular to pipes). Leave a supply of salt.
--- Turn off gas to BBQ and fireplace.
--- We have a list of tradesmen for any work needed.
--- Make sure you give a house key and garage door code to your DHC Representative.

Other Important Information

1. Charges for once a week visit based on square footage of the home
2. Billing end of the month (29th) for current month; due by the 10th.
3. Extra charge for additional service - $12.50 (30 mins), $25.00 (1 hour)
4. Charge for supplies – air filters $8.00; Salt $8.00; batteries: 9 volts $5.00, AA $2.50; Lysol or Calgon $6.00, Golf cart service $10.00/month; car start $10.00/month.
5. Suggest payment in advance or have bank pay direct to:
Desert Home Concierge, c/o Barbara Langley, 12479 W. Bajada Rd, Peoria, AZ 85383

Start Date: ______________________ End Date: ______________________