



M E M O R A N D U M

TO: All Unit Owners & Residents – H.C.C.C. #259
Martello – 1550 Dresden Row

FROM: CitiGroup Properties Limited

DATE: July 29, 2009

RE: **Hints and Tips When Leaving Home**

Hints and Tips when leaving Home for 3 weeks or less

- ❖ Leave an itinerary, cell phone number, contact and/or emergency contact information with your Concierge Staff and with CitiGroup Properties.
- ❖ Turn your lights off
- ❖ Turn your fireplace off at the fireplace and at the breaker
- ❖ Unplug nonessential electrical appliances
- ❖ Adjust your thermostat appropriately for the season. Contact Ken Gregory (880-5456) for assistance if required. To prevent freeze ups and property damage, **Please do not turn heat off in winter.**
- ❖ Inform Concierge if anyone will be visiting your suite while you are away
- ❖ Turn off water using the water shut off key. If you have difficulty locating your shut off valve, please contact Ken Gregory at 880-5456.
- ❖ Arrange for your suite to be checked every 48 hours in winter, or every 72 hours in warmer weather. Your concierge/maintenance staff can assist if requested.

- ❖ Make arrangements for mail collection
- ❖ Cancel your newspapers
- ❖ Make arrangements for plant watering
- ❖ Dispose of perishable items
- ❖ Make pet care arrangements
- ❖ Ensure all trash receptacles in your suite are emptied and removed
- ❖ Consider if answering machine should be on/off or the message amended.

In addition to the items listed above, if you plan to be away for an extended period of more than 3 weeks, please consider the following:

- ❖ Empty your freezer in case of a power outage
- ❖ Turn your fridge off and then open the door
- ❖ Make suite cleaning arrangements