

LIONS GATE CLOSING OF APARTMENTS

1. Notify Property Manager of departure and return dates
2. Cancel all newspapers (Naples Daily News, WSJ, NYT, USA Today)
3. Fill out card to forward all mail
4. Close and lock all windows and doors
5. Turn off water to water heater and UNPLUG water heater
6. Unplug all small appliances and check to see if free of all crumbs and dirt
7. Unplug all TV's and VCR/DVD's
8. Unplug all clocks and remove batteries
9. Put one tablespoon of cooking oil in garbage disposal
10. Put one tablespoon of cooking oil in dishwasher and leave door open
11. Remove all perishable food from refrigerator, and thoroughly clean all shelving
12. Place box of baking soda in refrigerator
13. Turn temperature controls down on refrigerator and freezer, turn off ice maker
14. Clean range and oven and all drip pans under burners
15. Remove all food items from countertops and wipe clean
16. Thoroughly clean all tile and fixtures in bathrooms
17. Set all thermostats to 78 degrees and humidistat's to 65%
18. Move all lanai furniture inside, set cardboard under furniture that is sitting on carpet
19. Leave all closet doors open
20. Put all grains, sugars, flour and candy in refrigerator
21. Leave washing machine lid open
22. Empty and clean all trash cans
23. Call the phone company to get vacation rates
24. Place (4) mildew packets in each unit
25. Make arrangements for cars with Property Manager

If you are having work done on your unit, please advise me of your contractors' schedules. I am available to do some summer work if you so wish.

Thanks Bob Buchanan 239-450-7734