



For those residents going North for the summer it is important to "close up" your unit. By following the helpful hints listed below you will reduce the risk of leaks and other **disasters** while you are away.

1. **Shut off your main water valve.** This is usually found in your utility room, on the wall, near your water heater. Ask your maintenance person if you cannot find the valve. By shutting off the main water valve you minimize the chance of water damage to your unit and/or the ones below.
2. Cover each toilet bowl with Saran wrap or cling wrap. Add ¼ cup of bleach if you like. The covered bowl stays full for months - and cleaner too.
3. **Turn off the electrical circuit breaker to your hot water heater.** Other electric circuit breakers can be left on. Remember not to turn off the A/C circuits.
4. **Have your air conditioning system checked by a licensed A/C service person BEFORE THE BEGINNING OF THE WARM WEATHER.** An adequately charged and lubricated system will save many mildew and moisture problems later. A system free of algae build-up will prevent overflow of condensate lines.
5. **Change the filter in your A/C air handler** at the beginning of each new season. A clean A/C filter helps the unit run more efficiently.
6. Set your A/C thermostat and humidistat the way you want it before you leave. Write your settings on a 3 x 5 card and place it on the thermostat in case someone is in your unit during your absence.
7. Kitchen sink disposal. Pour a 1/8 cup lime or lemon juice down your disposal. Follow with ¼ cup of vegetable oil and turn on the machine for a few seconds. Add another ¼ cup of vegetable oil. The citric acid of the juice will kill most bacteria and the oil drives out water and lubricates. **PLEASE CLEAN OUT THE CONTENTS OF YOUR REFRIGERATOR AND FREEZER TO PREVENT SPOILAGE DUE TO POWER OUTAGES.**
8. **Before leaving town, PLEASE REMOVE EVERYTHING FROM YOUR PORCH OR BALCONY.** Items left outside become missiles in a strong storm.
9. **If you are planning on leaving town for the summer, please call our office at (772) 569-9853 and give us your phone number so that we may contact you in case of an emergency.** If you are not going to have the post office forward your mail, you can request that we use an alternate address for you while you are away (you must then remember to call us upon your return also).

Check out our Web-Site at www.elliottmerrill.com