



BEFORE YOU GO CHECKLIST

Be Sure to Take Care of...

- Confirm your airline reservations 2 days before departure Stop deliveries (newspapers, mail, water etc.)
- Have Post Office hold mail.
- Arrange for care of pets.
- Plan for care of garden, plants, lawn
- Set up a timed lighting system.
- Leave house key with trusted neighbor or relative.
- Empty refrigerator of anything that may go bad.
- Take out garbage.
- Turn off lights.
- Unplug appliances.
- Turn down thermostat or turn off heat / air conditioning Turn off water heater.
- Store valuables in safe deposit or safe place
- Lock all doors and windows.
- Leave appropriate away message on your voicemail.
- Learn how to retrieve messages from another phone Leave schedules, keys and instructions for house-sitter Take measures to reduce risk of frozen pipes in the winter Set window shades, blinds or drapes for a lived-in look Security alarm activated/security service notified.
- Hotel list left with friends, relatives, lawyer & stockbroker Only mention plans to people you completely trust Make good-bye

Necessities...

- Passport, Visas and/or Tourist Cards (including photocopy of passport and visas and extra passport pictures)
- Airline tickets
- Small amount of cash in 1's, 5's and 10's
- Major credit cards (call them ahead to let them know where you will be traveling)
- Additional identification, such as a Driver's License
- Business cards, pen, and paper
- Addresses and telephone numbers.