

# Leaving for Break Checklist

## **Short breaks :**

- Toss perishables (clear fridge)
- Take out trash (make sure this is one of the last things you do)
- Secure valuables (laptops, jewelry, gaming equipment, important documents)
- Pack important things (medication, chargers, toothbrush)
- Ask a neighbor to keep an eye on your house (can be anyone who is staying or locals)
- Make your house look like someone is home
  - A light on a timer works - Don't just leave a light on!
  - Don't let your mail/newspapers pile up
- Unplug anything that doesn't need to stay on
- Close and lock all windows and doors
  - This is very important!
  - College students are targets during breaks. Beware.

## **Additional items for longer breaks :**

- Let your landlord know you will be away
- Have someone take out the trash and bring your cans back in (if needed)
- Defrost your refrigerator
  - Not necessary, but can prevent a mess
- Turn off water to washing machines to avoid flooding problems
- Stop mail and/or newspaper delivery
  - To do mail: <https://holdmail.usps.com/holdmail/>
  - For newspaper: contact paper directly
  - If you don't stop mail, make sure your mailbox is cleaned out before you leave
- If you are going a far distance, especially out of the country, let your bank know so they don't put a hold on your account.
- Make sure bills are paid (You don't want to be responsible for late fees)