

# Leaving the Building Check List

Name \_\_\_\_\_ Unit # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Date Leaving \_\_\_\_\_ Expected Return \_\_\_\_\_

Model & Color of Car to be Moved \_\_\_\_\_ Space # \_\_\_\_\_

License Plate # \_\_\_\_\_ EV ? YES / NO

Key or FOB in Managers Office YES / NO FOB Tested ? YES / NO

“Move Me” Placard on Dash? Put on ONE CAR ONLY YES / NO Chargers? YES / NO

Second Car Model & Color \_\_\_\_\_ Space # \_\_\_\_\_

License Plate # \_\_\_\_\_ EV ? YES / NO

Key or FOB in Managers Office YES / NO FOB Tested ? YES / NO

**\*\*If you do not have a Charger and your battery dies – you must arrange your own emergency service.**

\_\_\_\_\_ Furniture moved indoors? \_\_\_\_\_ None

\_\_\_\_\_ Shutters down? \_\_\_\_\_ None

\_\_\_\_\_ Freezer emptied

\_\_\_\_\_ Water heater breaker off

\_\_\_\_\_ Main water valve shut off

\_\_\_\_\_ Storage Unit items put in condo unit (to protect against hurricane season)

Storage Locker # \_\_\_\_\_ Key or Combination on file? YES / NO

Home & Car Watch Service \_\_\_\_\_ None \_\_\_\_\_ Yes (If using Horizons – fill out Home Watch form)

Name \_\_\_\_\_ Contact # \_\_\_\_\_ Email \_\_\_\_\_

Signed \_\_\_\_\_ Staff \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_