

**EGRET'S WALK**  
**ABSENCE GUIDELINES**

*Listed below are guidelines for Owners, Tenants and Guests to be completed when leaving the unit for the season or for extended periods of more than 2 weeks. Upon vacating the unit, the following should be completed:*

- 1. Turn off Main water valve located in water heater / A/C closet. After turning off main valve, check to see if your water is off by turning a faucet on for a minute or two. If water is still flowing, you may need your water main valve replaced.*
- 2. Turn off washing valves located behind washing machine*
- 3. Turn off circuit breaker for hot water heater*
- 4. Set Air Conditioner to proper setting – 78 degrees is suggested*
- 5. All furniture, plants and decorations removed from Lanai and front entrance areas.( Except units with an enclosed Lanai.)*
- 6. All windows and doors closed and locked. Curtains and blinds closed*
- 7. Garage door closed*
- 8. All ceiling fans and lights turned off*
- 9. Garbage/ Recycle bins stored in garage*
- 10. Provide the name and contact information for the person with key to your unit and provide Newell with a key. In case of emergency, Newell must have access to your unit*