

## **CLOSING YOUR PARK MODEL / LOT SUGGESTIONS**

### **FRONT OFFICE**

#### **Check-Out**

Notify the Front Office in person, JOT form through Roadhaven.com, or call

### **MAIL ROOM**

#### **Mailing Labels**

Order labels at the Front Office \$2.50/30  
First class mail only

#### **Contact the U.S. or Canadian Post Office**

Update your forwarding address

#### **Stop Deliveries**

Medications, magazines, Amazon, etc.

#### **Lot Maintenance**

Arrange for property caretaker, provide name and phone number to Front Office  
Arrange for weed, tree, and brush cleaning services

### **OUTSIDE**

#### **Check Skirting**

Check for any openings and secure

#### **Patio/Outdoor Furnishings**

Cover and secure any outdoor furnishings including grills, outdoor heaters, etc.

#### **Golf Carts**

Charge batteries and fill with distilled water

#### **Awnings**

Lower or secure

#### **Shut off Water**

Leave irrigation water on if applicable, drain hoses, and water features

#### **Shut off Propane**

Turn off all propane tanks and disconnect

### **INSIDE**

#### **Food**

Remove all perishable food, remove, or store all non-perishable food

#### **Trash**

Empty all garbage cans

#### **Unplug Appliances**

Television, computer, microwave, etc.

#### **Adjust Thermostat**

Set accordingly to prevent damage to walls, appliances, and furnishings in the desert heat

#### **Humidity Control**

Place several buckets or containers of water throughout the home to help with dryness

#### **Drains**

Place sealed bags of water over the sink and tub drains to deter insects

#### **Entryways**

Lock doors, windows, skylights, and vents