Vacation Checklist

- ☐ Leave your completed Vacation Watch Form with your Neighborhood Coordinator or a trusted neighbor. Always advise your Neighborhood Coordinator who has this information.
- ☐ Leave a House Key and your Alarm Code with the Emergency Contact listed on the form.
- ☐ Call the Montgomery County Sheriff's Office or the Harris County Constable's Office Precinct 4 to sign up for their Vacation Watch program. Please notify the MCSO or HCCP4, if your vacation plans change or you return early.
- ☐ Test your smoke detectors and alarm system before you leave. Notify your alarm company before testing.
- ☐ Advise your neighbors and friends that you will be away and that your Coordinator has Vacation Information. Ask them not to tell strangers (delivery persons, solicitors, etc.) of your absence.
- ☐ Arrange with neighbors to pick up newspapers and mail daily (do not stop all deliveries). Try to maintain the appearance of your normal routine. Ask a neighbor to use your garbage can and place it at your curb on collection day.
- ☐ Arrange for house, lawn, pet and plant care.
- ☐ Contact your veterinarian if your animals will be at home under the care of a neighbor.
- ☐ Empty and lock cars that will remain at home.
- ☐ Set automatic timers for lights and/or radio.
- ☐ Turn off or adjust water, water heater and thermostat.
- ☐ Disconnect TV and other small appliances.
- ☐ Turn down the volume of ringers on all telephones.
- ☐ Lock all doors and windows.
- ☐ Use discreet luggage tags that shield your name and address from casual observation.
- ☐ It is not necessary to advise your alarm company of your vacation plans, but do verify that your call list is current.