

## TRAVEL PREPARATION LIST

- Make sure that someone knows your travel plans and can deal with emergencies. Leave them access to a key in your absence.
- Have your mail held or forwarded (depending on length of trip) or have a trusted friend collect it.
- Cancel newspaper delivery.
- Set your away-notifier on your email, if appropriate.
- Inform your credit card issuer(s) of travel dates and locations. Unexpected charges from new locations can lead to holds on your account.
- Make arrangements for the care of pets.
- Adjust your thermostat and window coverings as appropriate.
- Clean and flush your toilets and anything else that may “grow things” when you are gone.
- Empty refrigerator of left-overs and items that may spoil. Also check pantry.
- Dispose of garbage.
- Schedule payments for any bills that may come due during your absence. Make sure any pre-paid cellular plan has sufficient time remaining. If necessary, contact cell provider for foreign services.
- Confirm reservations for travel, accommodations, rental cars and anyone who may be concerned about your arrival.
- Inspect all your doors and windows to ensure they are secure. Consider bolting your garage door closed by inserting a large bolt through one of the door ride tracks. Notify any alarm service of your plans and leave emergency contact information with them.
- Unplug as many items as possible (don’t just turn them off). Your appliances and electronics will be safer and will enjoy the rest. You will also avoid paying for electricity for all those green and red “on-light” indicators. Leaving a couple lights on (preferably by timers) will give your house an occupied look. Make sure they are energy saving bulbs.
- Water your plants. Arrange for their care if you will be gone for an extended time.
- Turn off taps on washing machine or anything that could possibly freeze while you are away.
- Clean the gutters, if this is an issue. Water can cause havoc while you are gone.
- Don’t forget to pack your travel documents, medications and emergency contact information for anyone you may need to reach while you are away.