

Checklist for Homeowners: Before You Leave on your trip.

1. Prepare an Information Folder

Create a comprehensive folder containing key details about your home. This should include:

- **Contact Details:** Your contact information and emergency contacts for decision-making.
- **Visitors Policy:** Any rules about visitors.
- **House Rules:** Include property-specific rules (e.g., rooms or items off-limits).

2. Notify Relevant People / Insurance Provider.

- Inform neighbours, family, and service providers about your house sitter.
- Update your insurance provider to confirm house-sitting arrangements.
- Notify the house sitter if any tradespeople are likely to call in your absence.

3. Prepare Your Home

- **Secure Valuables:** Store valuables in a safe space.
- **Cleanliness:** Ensure the property is tidy and clean.
- **Shut Unused Areas:** Close off unnecessary rooms for your house sitter.

4. Prepare for Pets

Provide detailed care instructions for your pets and animals.

5. Travel Preparations

- Use a portable email service while away.
- Create an inventory of valuables.
- If travelling abroad, make sure you have your passport.

6. Outline Essential Services

- Provide schedules for waste and recycling collection.
- Discuss any subscriptions or utility services your sitter will manage.

7. Consider Your Sitter's Needs

- Leave spare keys, clean linens, and storage space for their belongings.
- Provide or ensure access to local transport information.
- Make your sitter aware of the local amenities, including shops, greenways etc.

8. Utility Instructions

- Explain how to manage gas, oil, electricity, heating, and water systems.
- Take meter readings before leaving to calculate shared costs.

9. Garden and Outdoor Maintenance

- Supply tools, instructions for lawn and pool care, and birdseed if necessary.
- If there is a lawn mower and the arrangement includes grass cutting, then advise your sitter on how it works.

10. Security Measures

- Share detailed instructions for alarm systems and declare any security cameras /issues as regards the property.
- Ensure all locks and security features are functional and leave necessary keys.
- You may want to change / amend passwords / entry codes on your return.