



## VACATION CHECK-OFF LIST

- Lock all doors, including the garage door
- Lock all windows, including basement and garage windows
- Cancel all deliveries such as newspaper, food services, etc.
- Have mail and newspapers picked up by a neighbor if possible
- Have someone pick up handbills and throw-aways
- Never leave a note on the door that may indicate your absence
- Arrange to have the lawn cut or the snow shoveled
- Adjust blinds to make the house/apartment appear to be occupied
- Place a light or two on automatic timers
- Remove ladders from sight and secure them in locked places
- Don't hide keys under doormats or flowerpots or in similar places
- Secure items such as jewelry, furs, cameras, credit cards, and checkbooks
- Arrange for a house-sitter, someone to live in your house while you are away, if possible
- Arrange for a neighbor to keep an eye on your property and to report anything suspicious to police.
- Let a neighbor know where you can be reached in case of an emergency.
- Arrange with a neighbor to leave his or her car parked in your driveway or in front of your house or apartment.
- Leave a radio on just inside your doorway
- Lower the tone on your telephone
- Ask neighbors not to tell strangers such as salespersons and repair persons of your absence.
- Notify your local law-enforcement agency of your absence. \_\_\_\_\_