

**SEASONAL CLOSING AND CHANGE OF ADDRESS FOR FORWARDING WEDGEWOOD LAKE ASSOCIATION
CORRESPONDENCE AND NOTICES - OWNERS**

Please complete the following form and mail or deliver it to Miller Management Services, 2848 Proctor Road, Sarasota, Florida prior to your departure from Wedgewood Lake Condominium for an extended period of time.

Name: _____ Condo Street Address: _____

*Building No. _____ Condo Unit No. _____

Leaving on or about: _____ Returning on or about: _____

Wedgewood Lake correspondence and notices to be forwarded to (insert full mailing address):

Telephone/Cell Phone number(s) in case of emergency: _____

Email Address (OPTIONAL): _____

Miller Management Services has a key to my unit (circle one): Yes No

**I am leaving a passenger vehicle (circle one): Yes No

***The following persons are authorized to access my condo unit for the purpose of performing security checks:

(Print name and phone number)

(Print name and phone number)

****In an emergency, the following company is authorized to enter my condo to service the air conditioning unit:

(Print name and phone number of your air conditioning company)

* Bldg. 1 - 5226 to 5248 Marshfield Lane; Bldg. 2 - 5201 to 5227 Wedgewood Lane; Bldg. 3 - 5251 to 5273 Wedgewood Lane; Bldg. 4 - 5272 to 5294 Wedgewood Lane; Bldg. 5 - 5240 to 5262 Wedgewood Lane; Bldg. 6 - 5222 to 5236 Wedgewood Lane; Bldg. 7 - 5200 to 5218 Wedgewood Lane

** Passenger vehicle key must be left with Miller Management Services

***It is recommended that sinks and toilets be flushed once every 2 weeks.

****Do not turn the air conditioning system off. Set the air conditioning temperature in accordance with the recommendations of your air conditioning company to prevent mold from growing in the condo unit while you are away. Units also equipped with a humidistat control device should follow the directions for their use.

SIGNED: _____

DATE: _____

GOING AWAY CHECKLIST - OWNERS

Below is a suggested check list for you to follow whenever you leave your Wedgewood Lake condo unit unattended for an extended period of time.

1. Remove perishable items from the refrigerator. Turn ice-maker "OFF" but leave refrigerator on.
2. Run the garbage disposal, checking to make sure it is clean. Fill sinks with cold water and flush down with disposal to clear lines.
3. Prop open the dishwasher door to prevent mold growth from residual moisture.
4. Turn off main water supply line to your condo unit to prevent damage to your unit and others in case of leakage. **IMPORTANT:** If you are having someone periodically doing security checks or inspections of your unit and to flush sinks and toilets, leave written instructions for that person to turn off main water supply line before exiting your unit.
5. Wrap a thick layer of plastic wrap across and around all of your toilets. Close the toilet seat and place a heavy object on top. This will help prevent the water in the bowl from evaporating and rodents from entering.
6. Unplug TV and TV cable boxes. Unplug other non-essential electrical appliances that use electricity (e.g. clocks on night tables, microwave oven, computers, etc.)
7. Turn down the volume on the phone so it won't ring endlessly for outsiders to hear and know you're not home.
8. Leave inside closet doors ajar.
9. Close drapes and blinds.
10. Set your air conditioner on automatic at about 80 degrees, unless you have other automatic controls. This will help prevent mildew growth in hot weather.
11. Turn off inside and outside lights.
12. Remove all moveable objects from lanais and patios; keep in mind a hurricane could turn objects into flying missiles.
13. Check all doors and windows for locks and secure the unit.
14. Cancel newspapers and leave mail forwarding information at the Post Office.
15. Switch your hot water heater to "OFF" position.
16. Return the SEASONAL CLOSING AND CHANGE OF ADDRESS FORM to Miller Management Services.
17. Leave a copy of this **CHECKLIST** in a prominent place in your unit (e.g. on the kitchen counter beside the sink).