TOOL 14

Vacant Home Checklist

A vacant or lightly occupied property often needs more active oversight, not less.

REGULAR CHECKS

- ☐ Physically enter the property on a consistent schedule.
- ☐ Check for leaks, moisture, ceiling stains, or plumbing problems.
- ☐ Confirm heating / cooling settings are appropriate.
- ☐ Check refrigerator / freezer if left running.
- ☐ Look for pests, intrusion, broken windows, or signs of vandalism.
- ☐ Collect mail, packages, notices, and HOA correspondence.
- ☐ Confirm landscaping and exterior appearance are maintained.
- ☐ Check pool / spa service if applicable.
- ☐ Confirm security, alarms, cameras, and exterior lighting.

MONTHLY / PERIODIC

- ☐ Confirm insurance remains appropriate for occupancy and use.
- ☐ Review utilities and unusual consumption.
- ☐ Check mortgage, taxes, HOA, and recurring property bills.
- ☐ Document visits, repairs, and significant changes.
- ☐ Update the responsible family member / fiduciary.

IF SOMETHING CHANGES

- ☐ Notify insurance before major renovation or occupancy changes.
- ☐ Document damage with photographs.
- ☐ Take reasonable steps to prevent additional damage.
- ☐ Keep receipts and contractor records.
- ☐ Contact the appropriate professional promptly.

NOTES