



Owner and Property Profile

Property and Mailing Information

Your Name:	Home Mailing Address:		
Seasonal Property Address:	City:	Zip Code:	
City:	Zip Code:	Seasonal Property Phone:	
Community Name:	Primary Residence Phone:		

Contact Information

Name of Primary Contact/s	Preferred Method of Communication: Text, Email or Phone	Primary Number or Email	Back-up Email or Phone Number

Emergency Contact Information

In the event the homeowner is unavailable during an emergency, please provide an emergency contact person. This person should have the authority to make a decision on your behalf.

Emergency Contact Name	Relationship to Homeowner	Primary Number	Back-up Number

Security and Alarm Information

Gate Security Code (if applicable): _____ Home Alarm Company Name _____

Home Security Code _____ Location of Key Pad _____

Entry Process or Special Instructions: _____

Property Association Name (if applicable): _____

Property Details	Fill-in Answers	Property Details	Fill-in Answers
What is your home's square footage?		Approximate Lot Size:	
How many floors?		Indoor Plants that require watering: (Indicate quantity and location)	
How many bedrooms?			
How many bathrooms?			

System and Appliance Settings

Item	Occupied Home Setting	Vacant Home Setting In-Season	Vacant Home Setting Out-of-Season
Air Conditioner	Temp: _____	ON OFF Temp: _____	ON OFF Temp: _____
Furnace Filter Size _____	Temp: _____	ON OFF Temp: _____	ON OFF Temp: _____

Item	Occupied Home Setting	Vacant Home Setting In-Season	Vacant Home Setting Out-of-Season
Water Main to Home	ON	ON OFF	ON OFF
Water Heater	Temp: _____	ON OFF Temp: _____	ON OFF Temp: _____
Refrigerator	Temp: _____	ON OFF Temp: _____	ON OFF Temp: _____
Wine Cooler	Temp: _____	ON OFF Temp: _____	ON OFF Temp: _____
Ice Maker	ON	ON OFF	ON OFF
Toilets	n/a	n/a	WORKING OFF with Anti-Freeze

Exterior

Item	Occupied Home Setting	Vacant Home Setting In-Season	Vacant Home Setting Out-of-Season
Patio Furniture	Cushions:	Cushions/Furniture: (Indicate where to Store)	Cushions/Furniture: (Indicate where to store)
Pool	Temp: _____	Temp: _____	Special Instructions:

Potted Plants: (Indicate quantity and location) _____

Other Items Requiring Attention

Use this space to record any other items that were not addressed above:
