



ASTONLARK

// A howden company

Unoccupied Property Checklist

With a property being unoccupied there comes increased risks. To help protect you and your unoccupied property we have compiled a list of things you need to look out for.

UTILITIES

- Turn off the water at the stopcock
- Turn off the gas at the mains
- Drain water tanks, except for header tanks
- Turn off the electrics, unless they are feeding security lights or alarm circuits

SECURITY

- Ensure the locks meet the insurer's requirements and consider upgrading to British Standard 5 lever deadlocks
- Ensure all the accessible windows have locks. That's not just ground floor windows but any window that can be reached via flat roof or porch
- Ensure all the doors and windows are locked and the keys removed from the premises
- Lock the garage and any outbuildings with quality locks
- Secure the perimeter, consider locks on external gates
- Set the alarm if you have one
- Remove valuable items from the property. Most policies won't cover these so check with your broker
- Remove any ladders usually kept outside
- Put the wheelie bins away if you can, as they can be used to climb up to windows
- Consider timers for lights
- Ask the neighbours to keep an eye on the property
- Ask a neighbour to park on the drive

MAINTENANCE

- Visit as required by your insurers and keep a log of times and observations inside and outside the property
- Leave the heating on low to prevent frozen pipes
- Defrost the fridge and freezer, turn it off and leave the doors open
- Clear gutters of leaves
- Keep the garden tidy and grass mown
- Redirect the post

If you have any questions regarding this or your insurance cover, please do not hesitate to speak to us.

