

VACATION

2 copies

CHECKLIST

2 copies

HOME

Watering Plants/Lawn _____

Pets / Feeding etc. _____

Mail

Notify Post Office _____

Arrange Collection _____

Bills

Did I pay Mortgage _____

Did I pay Auto _____

Did I pay Utilities _____

Did I pay Insurance _____

Home Deliveries

Newspapers _____

Milk _____

Other _____

Important Papers/Valuables

To off site location _____

Will _____

Deeds _____

Cash _____

Jewelry _____

Other _____

Date Leaving/Return _____

Name & Address

TRIP

Travel Insurance _____

Travelers Checks _____

Prescriptions/Meds _____

New Luggage _____

Credit Card Limits

MC _____

Visa _____

Amex _____

Other _____

Reservations

Print Boarding pass _____

Hotel Info _____

Car Rental _____

Passport/Visa for International
Destinations and a 2 hour
Check in time is MANDATORY

Driving Tips

Tires/Batt/Belts/Fluids _____

Tune Up _____

Maps _____

Copy of Itinerary to _____

Copy of this form to HV office
with contact # for Security