

Ultimate Home Protection Checklist

Executive Home Management

A Preview of Your Complete Property Protection Guide

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For: Homeowners in Westchester & Fairfield Counties

What's Inside This Preview Guide

- ✓ **Pre-Travel Security Checklist** - 25+ essential steps before leaving home
 - ✓ **Seasonal Maintenance Calendar** - Month-by-month property care schedule
 - ✓ **Emergency Preparedness Kit** - Complete supply list and procedures
 - ✓ **Utility Shut-Off Guide** - Critical locations and emergency procedures
 - ✓ **Contractor Vetting Checklist** - How to hire trustworthy service providers
 - ✓ **Security System Protocols** - Daily, monthly, and quarterly security tasks
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Sample: Pre-Travel Security (Excerpt from Full 47-Point Checklist)

Before Leaving for Extended Travel

Interior Preparation:

- Set thermostats to appropriate away temperatures (55°F winter, 78°F summer)
- Shut off main water supply if traveling more than 2 weeks
- Unplug non-essential electronics and appliances
- Set interior lights on timers or smart controls
- Activate security system and test all zones

Exterior Preparation:

- Arrange for lawn care and snow removal
- Stop mail and package deliveries or arrange secure collection

- Test outdoor lighting and motion sensors
- Secure pool covers and outdoor equipment

...and 39 more critical security steps in the complete guide

Sample: Emergency Contact Template

Property Emergencies

Executive Home Management Emergency Line: (929) 381-4919

Utility Emergencies Template

Electric Utility Emergency:

- Company: _____
- Emergency Phone: _____
- Account Number: _____

Complete templates for gas, water, insurance, and personal contacts included in full guide

Sample: Monthly Property Inspection (Excerpt)

Exterior Inspection (30 minutes)

Roof & Gutters:

- Check for missing, damaged, or loose shingles
- Inspect gutters for clogs, damage, or improper drainage
- Look for ice dams or icicle formation (winter)

Foundation & Structure:

- Inspect foundation for new cracks or settling
- Check grading around house for proper drainage
- Look for signs of water intrusion or moisture

Complete inspection has 50+ points inspection
