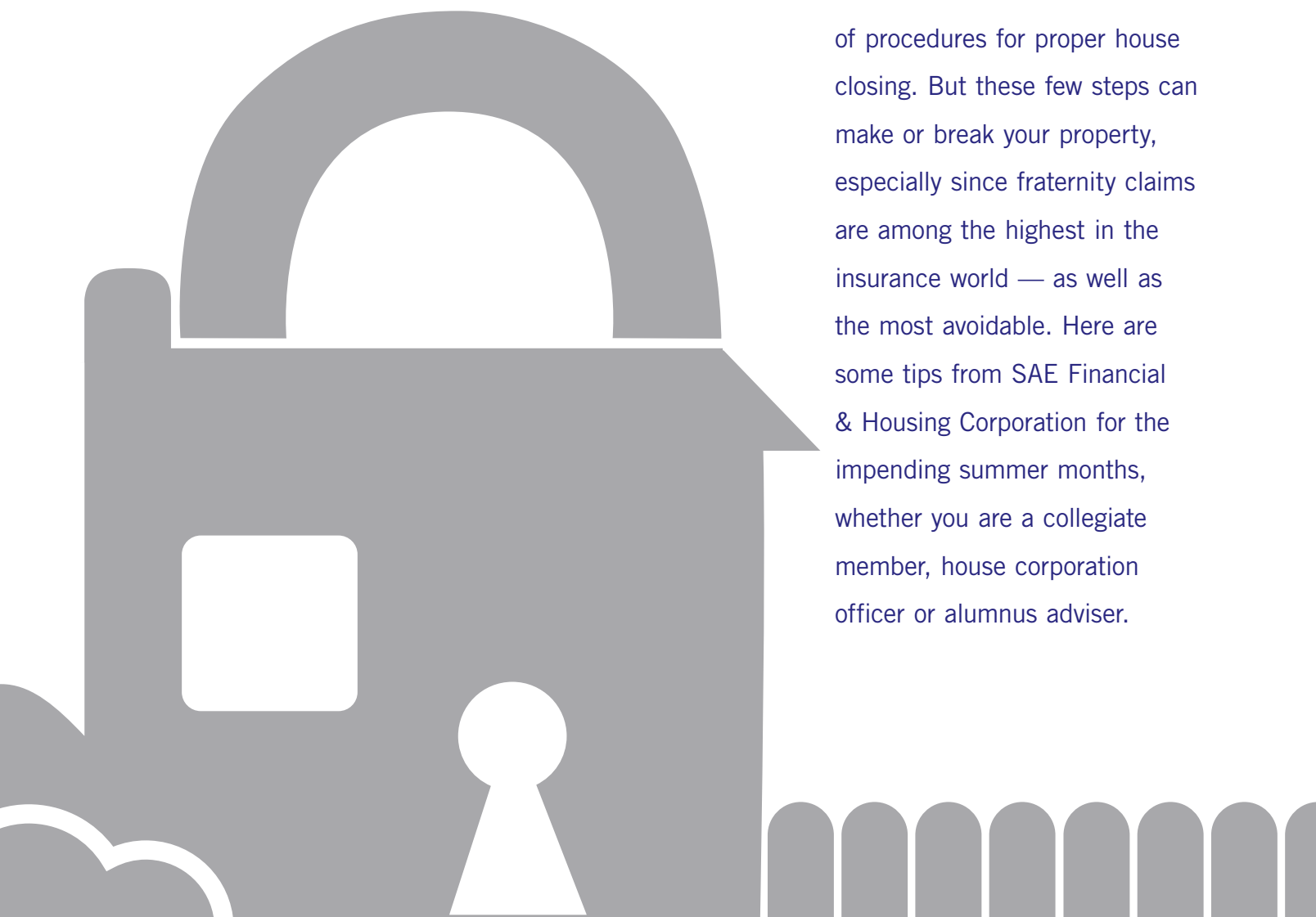




Hey, Nobody's Home

How to Close Your House For Vacation

Most students can't wait to get out of the Fraternity house once final exams are finished. So it's no shock that few people take the time to follow a checklist of procedures for proper house closing. But these few steps can make or break your property, especially since fraternity claims are among the highest in the insurance world — as well as the most avoidable. Here are some tips from SAE Financial & Housing Corporation for the impending summer months, whether you are a collegiate member, house corporation officer or alumnus adviser.





✓ General Recommendations:



- Prior to the end of the semester, inspect each room, document tenant damage and collect payment from security deposits. Excellent documentation during inspection and room checkout can clarify any issues in the event of a loss.
- Thoroughly clean the property, remove potential fire hazards and store combustibles safely.
- Clean and inspect all roof drains and gutters.
- Repair all broken windows and doors to prevent damage from inclement weather.
- Have a roofing contractor inspect the roof, provide a written recommendation and repair any immediate concerns.
- Service heating and cooling units to ensure they are working properly and do not present any hazard.
- Inspect and repair all exterior lighting. Outside lighting is a deterrent to theft.
- Contact an emergency-service company to conduct an inspection and service emergency lighting, alarm equipment, fire-suppression and sprinkler systems.
- Remove and dispose lumber, mattresses or other debris outside the facility, especially near the dumpster. These items are an open invitation to arsonists and vandals.
- Unplug and properly store unused appliances.
- Service and clean stoves, ovens, hood ranges and other kitchen equipment.
- Have a local alumnus or house corporation member check the property frequently.
- Inform the university or college as to whether the residence will be occupied and provide proper information on whom to contact regarding the facility.

✓ If the house will stand **VACANT** over the summer:



- Securely lock the property and limit access to designated alumni or undergraduates only.
- Have a responsible alumnus, undergraduate or professional property-management company check the property daily to ensure a loss has not occurred. A consistent daily presence will deter thieves and vandals.
- Inform local police and campus security that the property will not be occupied. Ask them to patrol frequently and provide a key or a code for access to the facility.
- If it will not affect the function of your fire-sprinkler system or other systems requiring water, turn the water off at the main supply line.
- Provide the caretaker and other residents with the contact information for house corporation officials, service workers and emergency contacts.
- Remove spigot knobs or install locks at each spigot location. Many vandalism claims involve turning on the attached hose and placing it near or in the house with water turned on.

✓ If the house will be **OCCUPIED** during the summer:



- Have each tenant sign a housing agreement specific to the summer period.
- Make sure tenants realize they are responsible for the property and its security.
- If the appropriate officers will not be living in the facility, appoint someone to oversee daily maintenance, collect rent and pay bills. Consider hiring a professional property manager to work in conjunction with a resident manager. 🌟

This information has been compiled and reprinted compliments of HRH/Kirkin & Co., an insurance carrier for many Fraternity properties.