

**Unoccupied Property Checklist**

	<u>Checked</u>	<u>Checked</u>	<u>Checked</u>	<u>Checked</u>
	✓	✓	✓	✓
Windows shut and fastened and locked.				
All external doors shut, fastened and locked when the premises are left unattended				
Check throughout the property for any signs of ingress of water				
Check inside and outside of the property for any signs of leaks/escape of water				
Check all windows and doors of the property for signs of any attempted forced entry				
Remove any build up of newspapers and post				
Consider sealing letter box				
Remove any rubbish that has accumulated outside of the property or in doorways/porches				
If fitted, ensure the intruder alarm system is fully functional and operates correctly				
If fitted, ensure the CCTV system is fully functional and operates correctly				
Ensure electrical appliances are switched off when not in use				
Ensure any uncontained electrical wiring is in good condition and no bare wires are showing				
Roof tiles are in good order, no slipped or broken tiles				
Flat roofs are in good condition, no rips/tears or pooling of water				
Ensure gutters and rainwater goods are regularly checked and cleared of any build up of leaves/rubbish				
Ensure trees and shrubs are maintained with any damage/diseased sections being removed				
Gardens are maintained with rubbish removed				
Ensure aerial and satellite dishes are secured				
Internally ensure water is free running through sanitary ware and there are no signs of blockages				
Lift drain inspection covers to ensure water is free running and that there are no signs of blockages				
Check the level of oil in external tanks is in line with expectation				
Check oil tanks externally for damage or leaks				
Ensure central heating functional and operates correctly including timers				
Check any garages/outbuildings for signs of any attempted forced entry				

Date				
Name				
Signature				