

Home Watch Owner Checklist

PRINCIPAL REFERENCE · PREPARED BY VALMORE MANAGEMENT & STAFFING

This reference summarizes the pre-departure preparation, recurring inspection scope, and emergency contact sheet Valmore uses to protect unoccupied luxury residences. Print, complete the contact panel on page 2, and keep a copy with the residence file.

Before You Leave the Residence

- ☐ Confirm alarm system armed and codes shared with Valmore
- ☐ Test smoke, CO and water-leak sensors; replace batteries as needed
- ☐ Set HVAC to 76–78°F cooling / 55°F heating; humidity target 45–55%
- ☐ Turn off main water supply if plan allows; drain outdoor lines
- ☐ Unplug non-essential electronics; leave two interior lights on timers
- ☐ Remove perishables; run disposal; leave baking soda in refrigerator
- ☐ Store patio furniture, umbrellas and loose objects (storm season)
- ☐ Confirm generator fuel level and last service date
- ☐ Provide Valmore: keys / lockbox code, gate code, vehicle access
- ☐ Share updated approved-vendor list and emergency escalation plan

Every Valmore Home Watch Visit Covers

- ☐ Full interior walk-through — every level, every room
- ☐ Exterior perimeter, roofline, gutters and drainage points
- ☐ HVAC operation, thermostat setpoints and humidity readings
- ☐ Plumbing fixtures and under-sink leak checks
- ☐ Refrigerator, freezer and pantry pest indicators
- ☐ Windows, doors and hurricane-shutter integrity
- ☐ Pool equipment, waterline and screen enclosure (if applicable)
- ☐ Landscape irrigation status and visible plant stress
- ☐ Mail, packages and any left-behind service notices
- ☐ Timestamped photo report delivered within hours of visit

Owner Monthly Self-Check (Between Visits)

- ☐ Review the latest Valmore inspection report and photo log
- ☐ Confirm no unexpected utility usage spikes on the last bill
- ☐ Verify insurance policy is current and coverage limits match value

- ☐ Update Valmore on travel dates, guest access and vendor changes
- ☐ Rotate alarm and gate codes at least twice per year

Hurricane / Named-Storm Pre-Arrival Checklist

- ☐ Confirm shutter deployment or impact-glass status
- ☐ Clear drains, gutters and pool overflow paths
- ☐ Stow or strap outdoor furniture, planters and grills
- ☐ Top off generator fuel; test transfer switch
- ☐ Photograph interior and exterior for insurance baseline
- ☐ Confirm 72-hour post-storm inspection window with Valmore

Emergency Contact Sheet

COMPLETE AND KEEP WITH THE RESIDENCE FILE

Valmore follows the pre-approved escalation plan below whenever an inspector identifies a threat requiring immediate response. Update annually or after any change in vendor, insurance carrier or family office contact.

Property

Property name /
nickname _____

Street address _____

City / State / ZIP _____

Gate / community code _____

Alarm code + panic
word _____

Keys / lockbox location _____

Principal & Family Office

Principal — name &
mobile _____

Spouse / partner —
name & mobile _____

Family office / assistant _____

Preferred escalation
order _____

Valmore Concierge (24 / 7)

Concierge line _____

Assigned inspector _____

After-hours escalation _____

Approved Vendors

Plumber _____

Electrician _____

HVAC _____

Roofer / storm response _____

Pool / spa _____

Landscaper / irrigation _____

Alarm company _____

General contractor _____

Locksmith _____

Insurance & Utilities

Homeowners insurance
carrier & policy # _____

Flood insurance carrier
& policy # _____

Insurance broker /
adjuster _____

Electric utility account # _____

Water utility account # _____

Internet / alarm account

Escalation Authorizations

Check the actions Valmore is pre-authorized to take without further approval when a threat is imminent (e.g., active leak, fire, storm damage, break-in).

- | | |
|--------------------------|---|
| ☐ | Shut off main water supply |
| ☐ | Cut power to affected circuit |
| ☐ | Dispatch approved plumber / electrician / roofer up to \$ _____ |
| ☐ | Deploy storm shutters and secure loose exterior objects |
| ☐ | Contact alarm company and law enforcement |
| ☐ | Board up or tarp compromised openings |

Signed by principal or authorized representative: _____ Date: _____