



**Extra You**  
What would you do with an extra you?

***The Vacation Checklist***  
**Things to Do in Advance**

- Get information about where you are going:
  - Maps
  - Learn about places to see and things to do
  - US Government State Department Advisories
  - Talk to others who have been there for good places and good tips
  - \_\_\_ Check groups on the internet: Such as "CruiseCritic.com"
  - Get tickets and reservations
  
- Renew passport or obtain passport if needed (don't procrastinate on obtaining – give yourself 3 months, esp. since 911)
  
- Arrange for your shots if your destination warrants it
  
- Do you have a "home inventory?" --- Extra You, LLC. has a sister company called "White House Home Inventory" --- you should have *at minimum a video* of your home and store it in your safe deposit box. [www.WhiteHouseHI.com](http://www.WhiteHouseHI.com)  If time doesn't allow, prior to you leaving (on your return) have a complete *home inventory* completed for your safe deposit box.
  
- Arrange for pet care or boarding
  - If boarding, be sure pets have any necessary shots
  
- Arrange to have the lawn cut while away & maid service stopped or notified
  
- Consider calling the local police department (esp. if you know they patrol your area) and your security alarm company to notify them of your absence.
  
- Make sure you have "Extra You, LLC." to keep an eye on things and to pick up any drop off, leaflets, papers, notes, etc. left at your door.
  
- Be sure that you will have enough prescription medicine. Order if required
  
- Planning to rent a car? Check your auto insurance to see if you're fully covered where you're going. You may not need that supplemental insurance offered by the rental company.
  
- If leaving your car(s) make sure the cars get started (or even driven). No fun to come home to dead batteries.
  
- Buy extras you might need
  - Sun Screen
  - Insect Repellant- DEET works if your skin tolerates it.
  - Anti-nausea pills, over the counter meds your accustom to, vitamin supply
  - Money/passport bag
  - European power converters
  - Entertainment for kids or yourself during travel time.
  - Camera batteries or chargers
  - Camera / film

## Things to Do When You Are Almost Ready to Leave

- Stop the mail or have Extra You pick it up and send it to you
- Stop the newspaper (don't have them "recycle it" --- you'll still get charged)
- Update voicemail at work with absence notification
- Update e-mail at work with auto reply absence notification
- Get money and/or traveler's checks (Note that many places, even some banks, are not accepting traveler's checks)
- Pay upcoming bills that can't wait
- Put name and destination phone number or destination address in luggage. *Don't* put the address of your vacant home.
- Remove non-essentials from wallet or purse. (Sadly while you take a holiday, crime does not.)
- Record phone numbers for reporting lost or stolen credit cards or debit cards and put them in a location other than your purse or wallet
- Record emergency phone numbers to leave with a neighbor, relative, pet boarding facilities and Extra You, LLC.
- Does Extra You, LLC. have your nearest relative's number in case of an emergency? All contact emails and a phone/cell?

### Don't Forget to Bring:

- Tickets
- Passport
- Reservation Confirmation
- Prescription medicine
- Contact lenses, lens case, and extra solutions
- Extra eyeglasses or lens prescription
- Umbrella or rain gear
- Snorkel or dive gear
- Cameras (reg. & video)

Note: If leaving the country, proof of purchase of expensive camera equipment can avoid customs problems.

Hint: Bring a bag for dirty clothes

Hint: If you plan to bring back souvenirs, leave some room for them in your luggage or take an extra piece especially for this purpose.

### As you're Leaving:

- Close and lock all windows
- Unplug small kitchen appliances (toaster, can opener, coffee maker)
- Turn off water to external faucets (if no one will be occupying the home)
- Turn off water to washing machine (especially if your hoses are old!)
- Did you want your A/C or heat On or Off? Turned up? Remember the plants...

Hint: If a credit card is stolen, you can report it and stop additional charges. If your debit card is stolen, stopping additional charges can freeze your access to cash. Consider using your credit card when away from home.

Forget about tackling all this yourself! We can help.

Call Extra You, LLC. at (703) 980-1114 or visit us online at [www.Rebekah-ExtraYou.com](http://www.Rebekah-ExtraYou.com) or [www.ExtraYou.net](http://www.ExtraYou.net) .

You may also email: [Info@ExtraYou.net](mailto:Info@ExtraYou.net) or Rebekah directly at: [Rebekah@ExtraYou.net](mailto:Rebekah@ExtraYou.net)





**Extra You**<sup>™</sup>  
What would you do with an extra you?



White House  
Home Inventory

When summer comes, thousands of Americans plan an escape to get out and see the world. Before you hit the road, make sure you cover all your bases to batten down the hatches at home.

The hazards that exist when you are home, like burglary and fire, are just as common when you are away. A window inadvertently left unlocked or an appliance with a frayed cord can result in huge financial and emotional losses for your family. It's best to unplug electronics NOT in use if gone for extended periods of time.

Protecting your home from the opportunistic thief means creating an illusion that you are home and everything is normal.

- **Check your insurance policy and make sure it is up to date.** If the worst happens, you don't want to wonder if it's going to cover your losses or be questioned as to the validity of the claim. **A copy of your household inventory** should be stored with the rest of your important papers. Should you ever unfortunately need it your claim will be processed without delay.
- **Secure important papers and valuables.** Anything that cannot be easily replaced such as personal, legal, and financial records, expensive jewelry, and family photos should be stored in a secure location. Include blank checks and passports. If you are writing "*The Great American Novel*" or have five years of genealogy research on your computer, make a backup and store it with your other records. A fire-proof floor safe in a closet may work or use a safe deposit box. Last but not least, shred anything that contains ID information that won't be secured but which you don't need to retain; a talented crook only needs one set of social security numbers to steal your identity.
- **Hockable valuables like electronic equipment and computers should not be visible from uncovered windows.** Thieves think in terms of risk to benefit ratios just like any business person. If they can't see something that they can easily convert to cash, they may move on.
- Nosy neighbors can be the best deterrent to break ins. **Alert your neighbors or ask a trusted friend or company to keep an eye on your home.** Provide a spare key for emergencies if appropriate and numbers where you can be reached.
- **Retain "Extra You, LLC."** if you can, especially if you plan to be away two weeks or more. Include watering plants, putting out the garbage bins and bringing them back in, possibly forwarding on your mail (if more than 2 weeks away) and generally supervising your home.
- Many people now board their dogs at kennels while they are gone, but **if you have someone you trust who is willing to take care of the house, they may also be willing to care for your dog.** Animals generally prefer being in their own territory and your dog can be counted to protect it. Take reasonable precautions to provide for your dog's well being and he will provide an efficient alarm system. (Extra You, LLC. can cost less than kenneling your pets!)
- **Burglar proof your home.** Put as many obstacles between a would-be thief and your home to increase his risk.
  - > Keep plants trimmed and below the windows and away from doors.
  - > Motion sensors that light porches discourage burglars
  - > Lock gates to the back yard; use a padlock if necessary.
  - > Lock all doors and windows.
  - > Place a dowel the width of the door in the track for all sliding glass doors if you don't have track locks.
- **Put mail on hold or have it picked up by Extra You** unless you have a secure mail slot that allows mail to drop freely inside your home in a location that is not visible from the outside.

- **Suspend newspaper deliveries.**
  - **Call the police and let them know you will be gone and for how long.**
  - **Program a few lights (inside the home – that are visible outside the home), TV, and radio on a timer system** to follow your regular routine.
  - **Park a car in the driveway.** If you're driving, ask a neighbor to park in your driveway. If it's your car, leave a key with Extra You and have them move it every few days to create an illusion of activity. Make sure you store the garage door opener in a secure location inside the house; don't leave it in the car.
  - **Forward land line calls to your cell phone.** Just because it rings doesn't mean you need to answer. On the house phone, leave a message on the answering machine that says "we're busy" or that you are screening calls. Never tell a caller you are gone regardless of whether it's an hour or a month.
  - If your yard and garden are not already on a sprinkler system, set one up with timers. Two weeks in the hottest part of the summer can result in dead plants and a house that is obviously deserted. Hire a reputable lawn service and have everything trimmed and mowed while you're gone. It's a treat to come home and not have to deal with it right away.
  - **Store all ladders and tools and lock all storage sheds and the garage.** Don't give someone the opportunity to have "handy tools" to steal or break in.
  - Whoever is watching your home needs to know any services you've hired, such as the lawn service, so they will know who shouldn't be there. Thieves often disguise themselves as service people to blend in.
  - **Turn off all unnecessary appliances** and make sure everything that draws current is unplugged. The only exceptions would be lights, a TV that you can notice from a window, radio, fridge, and freezer. It will save money and energy too.
  - **Leave the air conditioner on.** No one with any sense is going to leave the AC on when they leave town. Set it at a higher, energy-saving temperature, but don't turn it off completely. Especially if you have inside plants...they get use to air also.
  - **Don't forget to set the alarm system.** Make sure Extra You has the code and knows how to use it. Rehearse, especially if they are unused to such a system. (Don't forget to change the code when you get home!) Also, contact the alarm company and let them know you are leaving and who has the authority to enter your home in your absence. Ask them about setting up 2 codes (one for you and one for "Services" coming into the home) OR use a temporary code while away and change it back when you return.
  - **Make a personal departure checklist.** It's important to allow enough time to systematically go through your checklist before you leave and make sure **everything** is done.
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