



Holiday Condominium Inc.

# New Owner Checklist & Information

## New Owner Checklist:

- ☐ Visit office with a copy of your recorded deed (or fully signed closing documents) and a government-issued photo ID
  - ☐ Provide information via the [Owner Information Form](#) (one form per owner, please)
  - ☐ Receive Mailbox Key(s) and mailbox information  
(Note: all owners should forward the mail for their park address to their non-park address when they are not in residence. The park sends official mail to your park address or the 'owner of record' address found on your parcel on the Lee County Property Assessor Website).
  - ☐ Park Access (e.g. Access Cards, Transponder, gate entry directory, gate instructions)
  - ☐ Digital Access:
    - ☐ (Office) Park Website & Park Emails (email entered in user dbs and account set to active)
    - ☐ (Owner) Access website to create password, log into website
  - ☐ (Owner) Contact Spires Accounting to set up payment account (239) 936-4336 ext. 660
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## Helpful links:

Park website: <https://holidaycondominium.mycommunitysite.app/>

Park dashboard (common online forms): <https://sites.google.com/holidaycondominium.com/hcdashboard/home>

Park Facebook page: <https://www.facebook.com/HolidayCondoFtMyers>

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## Hurricane / End of Season Recommendations

Owners should plan to secure their properties and possessions when they expect to be gone for more than 30 days, regardless of the time of year, and in the event of an evacuation due to an impending hurricane.

- ☐ Update the office with your evacuation location and/or off-season address
- ☐ Picnic tables turned over so their top is flat on the ground or tied down
- ☐ Light patio furniture, decorative items, garden hoses, and potted plants stored indoors
- ☐ Detached sheds tied down and secured according to Lee Co. requirements
- ☐ Umbrellas & clotheslines secured or stored indoors
- ☐ Propane gas tanks disconnected & tied down
- ☐ Awnings lowered and secured (consider adding some grease to the threads to prevent oxidation)
- ☐ Water shut off at the property valve & open a faucet to relieve pressure
- ☐ Unplug appliances and hot water tank/heater
- ☐ Prop interior doors open to allow for air flow
- ☐ Set AC to 80/65 if you have a humidistat
- ☐ Close all sink stoppers and cover drains with baking soda to prevent pests (and to clean your drains upon your return)