# Leaving Home for Vacation: A House-Sitter Handoff

Choose someone who can visit while you are away. Walk through the plan together and agree on the tasks. Give the completed worksheet only to the people helping you.

## A week before leaving

- ☐ Agree on visit dates and a backup. Assign mail, parcels, bins and snow clearing or yard care to a specific person. Pause deliveries you cannot have collected.
- ☐ If you use a monitoring service, confirm who it should call while you are away. Give your helper a way to reach you and a backup contact.
- ☐ Check the spare key or temporary access method together while someone remains inside. Share access details privately and keep passwords and entry codes off this worksheet.

## On departure day

- ☐ Do a final walk from the back of the home to the front. Close and lock windows, the patio door and the door from the garage. Check that the garage door finishes closing.
- ☐ Test any light timers you already use. Give your helper the final departure and return dates. Save public trip photos for after you return.

## While away and on return

- ☐ Agree how your helper will confirm each visit. If they find signs of a break-in, they should stay outside and contact police from a safe place. Call 911 for a crime in progress or immediate danger.
- ☐ Tell your helper when you are home. Collect spare keys, cancel temporary access and restore the usual alarm contacts.

If your helper finds signs of a break-in, stay outside and contact police. Do not enter to check.

# Visits and tasks we have agreed

Use one row per visit or task. Share the completed plan privately; do not write passwords or entry codes here.

| Date or task | Person responsible | Visit confirmed |
|---|---|---|
| Mail and parcels | | |
| Bins or outdoor care | | |
| Other visit or task | | |

Agree how a visit will be confirmed, for example a call or a message. Avoid posting the completed plan publicly.

Departure and return dates

How to reach me, and my backup contact

How we will confirm visits and close temporary access on return

## Sources and further reading

Toronto Police Service: Break and enter prevention

Toronto Police Service: Apartment and condo security

Halton Regional Police: Burglary prevention and vacation checklist