



COOKE INSURANCE

EST.1972

[www.cooke.ca](http://www.cooke.ca)

## COVID-19: UNOCCUPIED PROPERTY CHECKLIST

<b>Mandatory:</b>	
<input type="checkbox"/>	Security alarm, cameras and fire systems are in working order and operational
<input type="checkbox"/>	All fenced/gated areas as well as sheds/garages are secured with locks/padlocks
<input type="checkbox"/>	Property inspected every 24 hours (or 72 hours if no water/heat left on and pipes drained)
<input type="checkbox"/>	Doors/windows securely locked, no sign of attempted break in, theft, damage or graffiti
<input type="checkbox"/>	Oil tanks/gas cylinders checked for damage/leaks
<input type="checkbox"/>	Driveways/walkways cleared (sanded/salted)
<input type="checkbox"/>	Property free of debris and/or combustible materials
<input type="checkbox"/>	Documentation and photographs taken of any damage or vandalism
<b>Optional:</b>	
<input type="checkbox"/>	Valuables/cash removed from property
<input type="checkbox"/>	No damage to lightning ground cables, eaves troughs, downspouts and roofing materials
<input type="checkbox"/>	Light timers on for both inside/outside of property
<input type="checkbox"/>	All non-essential electrical equipment turned off/unplugged
<input type="checkbox"/>	Advertising, mail/flyers suspended

In the event of a loss, report claim immediately to Cooke Insurance Group at 1-800-566-5666 or at [info@cooke.ca](mailto:info@cooke.ca) .