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Hurricane Preparation Checklist for Landlords and Property Managers



With over 30 years of combined experience in credit reporting, background screening and information services, the StarPoint team is here to provide you with the very best in products, technology and service.

Below we have create a few checklist that may be beneficial to you as a landlord or property manager in the instance a hurricane or storm is near.

Gather Important Information:

- Make note important phone numbers and information
 - Nearest Hurricane Shelter:
 - Map of Evacuation Route(s):
 - Local Police Department:
 - Local Fire Department:
 - Insurance Company, Phone Number and Policy Number:
 - Tenant's Emergency Contact Info: (Tenant Name, Where evacuating, emergency phone numbers)
- Notify friends and family of your plan

Contact your Tenants

- Give your Emergency Contact Information to your tenants
- Get your tenant's emergency contact information
- Ask your tenants to park vehicles against the garage door and keep the gas tank full
- Move furniture away from exposed windows and doors
- Take all pets indoors to shelter them from the storm
- Ask them to fill bathtubs and sinks with water in case water supply in interrupted or contaminated; turn off main water to house
- Garden tools, awnings and grills should be anchored or sheltered
- Set the refrigerator on maximum cold; do not open unless necessary; keep a full stock of non perishable items and canned foods
- Stay in central room or on the downwind side of the house; move to another room as wind direction changes
- Close all windows and storm shutters
- Bring all lawn furniture inside or store it
- Turn off propane tanks

Protect your Property

- Turn off main gas valve before the storm hits
- Install storm panels, plywood, or shutters over all windows, skylights, doors and open vents; tape exposed glass to protect from shattering
- Prune dead or dying tree limbs
- Insert wedges in sliding patio doors; if not protected, damaging winds will lift them off their tracks and blow them into the house
- Elevate appliances and furniture off the floor and cover with plastic
- Keep swimming pools filled to 12 inches below the edge; cover the filter pump and turn off the electricity; add additional chlorine
- Lower radio and television antennas, protect satellite dishes
- Close all outdoor electrical outlets and cover with duct tape
- Secure garage and porch doors

Red Cross Supply Checklist for you and your tenant(s)

Provided by The Red Cross – ([View PDF](#))

- Water at least a 3-day supply; one gallon per person per day
- Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit
- Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area
- Baby supplies (bottles, formula, baby food, diapers)
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Tools/supplies for securing your home
- Extra set of car keys and house keys
- Extra clothing, hat and sturdy shoes
- Rain gear
- Insect repellent and sunscreen
- Camera for photos of damage

Checklist for After the Hurricane?

Provided by The Red Cross – ([View PDF](#))

- Let your family know you're safe
- Continue listening to a NOAA Weather Radio or the local news for the latest updates.
- Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- If you evacuated, return home only when officials say it is safe.
- Drive only if necessary and avoid flooded roads and washed-out bridges.
- Keep away from loose or dangling power lines and report them immediately to the power company.
- Stay out of any building that has water around it.
- Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes.
- Use flashlights in the dark. Do NOT use candles.
- Avoid drinking or preparing food with tap water until you are sure it's not contaminated.
- Check refrigerated food for spoilage. If in doubt, throw it out.
- Wear protective clothing and be cautious when cleaning up to avoid injury.
- Watch animals closely and keep them under your direct control.
- Use the telephone only for emergency calls.