



While we're away

A handover sheet for a neighbour or house-sitter

Fill it in before you go and leave it with the person keeping an eye on your home, with the key. Take it back when you're home.



We're away

From _____ date Back on _____ date

Our names _____

Mobile _____ Another way to reach us
second mobile, email

Where we'll be the place, and where we're staying



Who else has a key

Name	Phone	Can come if the alarm goes off
		☐
		☐
		☐

Never write alarm codes, PINs, or where a spare key is hidden, on this sheet.



Please check

Call in at different times of the day, and look for any sign of a break-in or interference.

- ☐ Doors and windows locked, and the shed.
- ☐ Post, flyers and parcels taken in, so nothing builds up in the letterbox or porch.
- ☐ Curtains open in the daytime, closed at night.
- ☐ Lights on their timers working.
- ☐ Nothing that says the house is empty: no notes left for callers, nothing looking neglected.
- ☐ In cold weather, a look for leaks.
- ☐ Use our driveway for your car, if you like.



In an emergency

Ring **112 or 999**

Fire, ambulance, Gardaí

- **Think someone may still be inside?** Ring 999 or 112 straight away.
- **Signs of a break-in?** Ring the local Garda station, then us.
- **Smell gas?** Ring 1800 20 50 50 from outside.
- **Leak or burst pipe?** Turn off the water at the inside stop valve, then ring us.
- **Power cut or fallen wire?** ESB Networks 1800 372 999. Keep away from the wire.



Around the house

Bin day which bins, and when they go out and come back in

Heating what to leave it at

Water: inside stop valve is usually under the kitchen sink

Fuse board and main switch

Gas meter

Pets, plants, anything else



Local Garda station

Station

name and phone



Before we go



Tell the local Garda station the house will be empty.



Tell your alarm monitoring company you're away, and check your keyholders can come if it goes off.



Check your home insurance: many policies don't cover a home left empty for a set time, usually more than 30 days.



Don't post your plans or photos online until you're home.



Away for longer? An Post's mail minder service can hold your post.



One thing to do

Fill this in, hand it over with the key, and tell your neighbour where you'll be and how to reach you.



Notes for each other