Vacant House Visit Log

For the weeks an estate house sits empty. Set up once, then log every visit.

An empty house tells people it's empty. The answer is routine: someone walks the house on a schedule, checks the same things every time, and writes down what they find. If a question comes up later (a leak, a break-in, an insurance claim), this log shows what was checked, and when. **Keep the receipts with it.** Fill in pages 1 and 2 once; use a visit page every time.

This log is for the visits. What's inside the house goes on the Room-by-Room Contents Worksheet. The house itself, its structure, systems and condition, goes on the House Condition Worksheet.

The house

Property address

City and ZIP

Date the house became empty

Who checks it

How often

Trash pickup day

Keys and access

☐ Locks changed Date

☐ Lockbox on the property

Who has the lockbox code

Code last changed

Lockbox location

Everyone with a key (names)

Security

☐ Alarm system
Monitoring company and phone
Who knows the code

☐ Cameras
App or system
Who can view them

☐ Drive-by patrol
Company and phone
How often

☐ Lights on timers
Which rooms
Timer settings

Internet

Cameras, a smart thermostat and most alarms need it

☐ Internet at the house ☐ No internet

Provider

Account in whose name

Where the Wi-Fi password is kept

Runs on it: ☐ Cameras ☐ Alarm ☐ Thermostat ☐ Video doorbell ☐ Smart lights

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Utilities and accounts

Keep the utilities on and the bills paid

Service	Provider	Account in whose name	On	Off	Who pays / autopay
Electric			☐	☐	
Gas			☐	☐	
Water and sewer			☐	☐	
Trash			☐	☐	
Internet			☐	☐	
Alarm monitoring			☐	☐	
Gardener			☐	☐	
Pool service			☐	☐	
			☐	☐	

Insurance

Call the carrier within days of the death

Insurance company

Policy number

Agent and phone

☐ Carrier told about the death Date

☐ Vacancy answer in writing

☐ Vacancy endorsement or vacant-home policy in place

Vacancy limit in the policy (days)

That limit is reached on (date)

Next renewal date

Many policies limit or end some coverage after 60 days vacant, and some set a shorter limit. Wording varies by policy and carrier. Count from the date the house became empty, and get the carrier's answer in writing.

Who to call

	Name	Phone
Estate attorney		
Neighbor keeping an eye out		
Locksmith		
Plumber		
Family contact		

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A leak, a break-in, a tenant question? Call DB.

Estate Quick Check
Where things stand, in 1, 3 or 5 minutes.
davidbrucerealty.com/estate-check

Executor's Guide
to Southern California Probates.
davidbrucerealty.com/executors-guide

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Date	Time in	Time out	Visited by	Rain since last visit?

	OK	Problem
OUTSIDE		
Mail, packages and door hangers collected	☐	☐
Doors and gates locked, no sign anyone tried to get in	☐	☐
Windows closed, latched and unbroken	☐	☐
Lockbox in place	☐	☐
Car moved; trash cans out of sight	☐	☐
Yard and sprinklers OK; nothing piling up at the door	☐	☐
Roof, gutters and fences: nothing new	☐	☐
INSIDE		
Nothing smells wrong (gas, mold, sewer, an animal)	☐	☐
No leaks: sinks, toilets, water heater, ceilings	☐	☐
No sign of pests or animals	☐	☐
Thermostat set; nothing too hot or too cold	☐	☐
Lights on timers working	☐	☐
Refrigerator and freezer checked	☐	☐
Smoke and carbon monoxide alarms not chirping	☐	☐
Nothing missing or moved since the last visit	☐	☐
SYSTEMS AND SECURITY		
Power on	☐	☐
Water on, or still off at the main as decided	☐	☐
Internet working	☐	☐
Cameras recording and viewable in the app	☐	☐
Alarm working; patrol notes checked, if there's a patrol	☐	☐
BEFORE YOU LEAVE		
Photos taken of anything new or changed	☐	☐
Every door locked, alarm set, lights on timers	☐	☐
Receipts from this visit kept with this log	☐	☐

Problems found, and what was done about them

Who was told (and when)	Photos taken (numbers)	Next visit

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Every visit at a glance

One line per visit; the details go on a visit page

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