



BIZ OÙ?

Owning a Second Home in France

Your practical second-home ownership checklist

HOW TO USE THIS CHECKLIST

A second home should be a place to enjoy, not a source of constant worry. Work through this checklist at your own pace, tick each item as you complete it, and use the Summary Findings / Notes space to record decisions, contacts, maintenance needs and things you still need to arrange.

1. Know Your Property & Your Responsibilities

- ☐ Record the property's address, key contacts and important documents.
- ☐ Keep details of insurance, utilities, alarms, keys and emergency contacts together.
- ☐ Understand the responsibilities that come with owning property in France.
- ☐ Keep track of annual costs, taxes, insurance and maintenance.
- ☐ Review the property regularly, especially if it is empty for long periods.

Summary Findings / Notes

2. Arrange Property Checks & Key Holding

- ☐ Decide who will check the property when you are away.
- ☐ Arrange a trusted key-holder or local contact where appropriate.
- ☐ Consider regular property checks rather than waiting for a problem.
- ☐ Plan for storm, weather or seasonal inspections.
- ☐ Arrange emergency call-out support.
- ☐ Consider opening and closing checks before and after visits.

Summary Findings / Notes

3. Protect Your Home While You Are Away

- ☐ Check that doors, windows and locks are secure.
- ☐ Review alarm and security arrangements.
- ☐ Consider security cameras or remote monitoring if appropriate.
- ☐ Make sure someone local can respond if an alarm or other problem occurs.
- ☐ Check that your insurance arrangements meet the requirements for an unoccupied property.

Summary Findings / Notes

4. Keep Up With Maintenance & Repairs

- ☐ Create a list of regular maintenance tasks.
- ☐ Identify trusted electricians, plumbers and handypersons.
- ☐ Keep details of builders, roofers and other specialist trades you may need.
- ☐ Deal with small problems before they become expensive repairs.
- ☐ Keep records of work carried out and guarantees or invoices.
- ☐ Plan larger renovations and maintenance well before your next visit.

Summary Findings / Notes

5. Look After Gardens, Pools & Outdoor Areas

- ☐ Arrange regular garden maintenance.
- ☐ Plan pool and hot tub maintenance where applicable.
- ☐ Arrange tree care, landscaping or pressure washing where required.
- ☐ Plan seasonal preparation before winter or periods of bad weather.
- ☐ Check outdoor equipment and structures regularly.
- ☐ Budget for ongoing outdoor maintenance.

Summary Findings / Notes

6. Prepare the Property for Your Arrival

- ☐ Arrange a pre-arrival clean.
- ☐ Check heating, water, electricity and internet before you arrive.
- ☐ Arrange linen, housekeeping or welcome preparation if required.
- ☐ Make sure the property is aired, secure and ready to use.
- ☐ Arrange any essential repairs before your arrival.
- ☐ Keep a simple arrival checklist for each visit.

Summary Findings / Notes

7. Stay Connected & Keep Your Home Secure

- ☐ Check that broadband and mobile coverage meet your needs.
- ☐ Consider Wi-Fi optimisation if the property has poor coverage.
- ☐ Set up smart-home technology where useful.
- ☐ Check security cameras, alarms and remote systems regularly.
- ☐ Make sure you can access important systems when you are abroad.
- ☐ Keep passwords and access details secure.

Summary Findings / Notes

8. Insurance, Tax & Legal Matters

- ☐ Arrange appropriate home insurance for a second or unoccupied property.
- ☐ Keep insurance documents and emergency contact details accessible.
- ☐ Understand relevant property taxes and ongoing obligations.
- ☐ Seek appropriate professional advice about tax matters.
- ☐ Keep property-related legal documents organised.
- ☐ Review your arrangements if the way you use the property changes.

Summary Findings / Notes

9. Plan for Emergencies

- ☐ Keep a list of trusted local contacts.
- ☐ Make sure your key-holder knows what to do in an emergency.
- ☐ Have contact details for emergency trades and maintenance providers.
- ☐ Know where the main water, electricity and gas controls are.
- ☐ Have a plan for storms, flooding, power cuts or other local risks.
- ☐ Make sure someone can access the property quickly if necessary.

Summary Findings / Notes

10. Make the Most of Your French Home

- ☐ Explore local towns, villages, markets and attractions.
- ☐ Discover recommended Places to Visit in the area.
- ☐ Find local activities, experiences and events.
- ☐ Build relationships with reliable local businesses.
- ☐ Consider how you can use the property more often and enjoy it with family and friends.
- ☐ Keep a list of things you want to see and do on your next visit.

Summary Findings / Notes

11. Review Your Second Home Plan

- ☐ Review the total annual cost of owning the property.
- ☐ Check whether your current maintenance and property-support arrangements are working.
- ☐ Review insurance, security and emergency arrangements.
- ☐ Update your trusted contacts and key-holder details.
- ☐ Plan maintenance and improvements for the coming year.
- ☐ Write down the three most important things you need to do next.

Summary Findings / Notes



Explore Your French Area

When you're in France, make the most of your time. Explore Biz OÙ?'s recommended **Places to Visit** and discover more of the area around your home.

WHAT DO I NEED?

Need someone to look after, maintain or support your property? Use **Biz OÙ? Smart Search** to tell us what you need and where you need it.

Your Second Home Summary

What is working well? What needs attention? Who are your trusted local contacts? What are your next three actions?

Important: This checklist is a planning aid, not legal, tax, insurance or property-management advice. Requirements and responsibilities can vary according to your property, location and circumstances. Always check current official information and obtain appropriate professional advice where necessary.