



NOTIFICATION OF ABSENCE FROM HOME

Barksdale Family Housing requires that residents provide advance notification when their home will be unoccupied for more than **7 days**. Please complete the following:

- DO NOT TURN OFF THERMOSTAT
- Depending on the season, set the heat to a minimum of **55** degrees or the air conditioner to a maximum of **80** degrees. If your absence extends across seasons, you are required to ensure your designee enables the heating or cooling system, as appropriate, when needed, based seasonal conditions in order to avoid damage to your home or personal belongings
- Disconnect hoses and quick connect devices from spigots
- Close and lock windows, doors and garage

Resident Name _____

Address _____

Period of Absence: From _____ To _____

Contact Information where you can be reached during your absence:

Address or email address _____

Alternate phone number or mobile number _____

The following person(s) is/are designated to watch over your home:

Name _____

Phone _____ Email _____

Will this person have a key to enter your home? Yes No Authorized to access mailbox? Yes No

PETS

Pet(s) will not remain in the home. _____ My pet(s) will be in the home with the following person providing care:

Name: _____ Phone: _____ Email: _____

Service Member's Unit Information

Unit _____ Unit POC or supervisor _____

(If Applicable) Resident Responsibilities During Absence

I understand that in my absence, it remains my responsibility to maintain accessibility to the residence to facilitate emergency services. **I am responsible for snow and ice removal and/or maintaining my yard.**

Distribution: Copy to resident

Original to binder

Upload to Yardi. Add Memo under "Notice of Absence"