

## Notice of Quarters Temporarily Vacant

I \_\_\_\_\_, resident of quarters # \_\_\_\_\_,  
Will be away from my home for the following dates:

Leaving: \_\_\_\_\_

Returning: \_\_\_\_\_

In my absence the following responsible party will care for my home. We fully understand that all areas must be kept to standards and all policies complied with in accordance to the Resident Guide.

Responsible Party

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Unit: \_\_\_\_\_

\_\_\_\_\_

Responsible Party's Signature

\_\_\_\_\_

Date

In case of an emergency I can be contacted at the following:

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Duty Phone

---

Received By: \_\_\_\_\_

Leasing Consultant

\_\_\_\_\_

Date