



## NOTIFICATION OF ABSENCE FROM HOME

Bolling 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
- Turn off water at shut-off valve. Please call maintenance at (202) 562-2631 if you're unsure how to do this
- 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"

Initiate work order; Category: Preventive Maintenance; Subcategory: Absence from Home