

# HACIENDA CARMEL RESIDENT'S NOTICE OF ABSENCE

***\*PLEASE DO NOT COPY THIS FORM\****

***\*PLEASE DOWNLOAD FROM HCCA WEBSITE OR OBTAIN COPY AT FRONT DESK\****

NAME \_\_\_\_\_ UNIT# \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

ADDRESS WHERE YOU CAN BE REACHED DURING YOUR ABSENCE

\_\_\_\_\_

EMERGENCY ADDRESS AND PHONE NUMBERS \_\_\_\_\_

\_\_\_\_\_

MAIL INSTRUCTIONS (CHECK ONE)

1. HOLD ALL MAIL \_\_\_\_\_

1. FORWARD FIRST CLASS (HOLD REMAINDER) \_\_\_\_\_

TO WHOM MAY A KEY BE ISSUED DURING YOUR ABSENCE?

\_\_\_\_\_

WILL ANYONE OCCUPY YOUR UNIT DURING YOUR ABSENCE? YES NO

IF SO, PLEASE PROVIDE NAME AND DATES \_\_\_\_\_

\_\_\_\_\_

OTHER INSTRUCTIONS OR INFORMATION \_\_\_\_\_

\_\_\_\_\_

ARE ANY LIGHTS IN YOUR UNIT ON AUTOMATIC TIMING DEVICES? YES NO

**ANY SPECIAL INSTRUCTIONS ABOUT YOUR PATIO?** \_\_\_\_\_

\_\_\_\_\_

**FRONT DESK STAFF PLEASE NOTE:**

**IF ANY SPECIAL PATIO INSTRUCTIONS, FORWARD TO THE GROUNDS SUPERVISOR AND INITIAL & DATE BELOW.**

**GIVEN TO GROUNDS SUPERVISOR BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FORM RECEIVED BY:** \_\_\_\_\_