

NOTICE OF EXTENDED ABSENCE

NAME: _____ ADDRESS: _____
EMAIL: _____

Departure date: _____ Return Date: _____
Address during absence: _____
Phone # during absence: _____

IN CASE OF EMERGENCY, WHO SHOULD WE CONTACT?

Name: _____ Relationship to you: _____

DO YOU WISH US TO MONITER YOUR HOME DURING YOUR ABSENCE YES: _____
NO: _____

WILL YOUR ALARM BE ON? YES _____ NO _____
WILL YOUR WATER BE ON? YES _____ NO _____

DO WE HAVE WE HAVE A CURRENT KEY FOR YOUR HOME ? YES: _____ NO: _____
Please see site administrator to check for this BEFORE DEPARTURE!!!

PLEASE DO NOT DISCONNECT YOUR PHONE LINE AS THIS DISABLES THE ALARM!

Please indicate if some else will also monitor your home during your absence:

Name: _____ Phone# _____

PLEASE MAKE SURE THE ABOVE PERSON HAS THE **CODE NUMBER** FOR YOUR ALARM SYSTEM.

Please set your thermostat at 10 – 15c or 55-58f

If your furnace breaks down, who would you like us to call?

Contractor name: _____ Phone # _____

Do you have a service contract or warranty with this company? _____

Optional Inspection:

Please indicate if you would like all kitchen/bathrooms taps to be run and toilets flushed?

YES: ___ NO ___

IF YES, ENSURE WATER IS LEFT ON!

NOTICE: Frontier Property Management cannot be held responsible for, or accept liability for any loss/damage incurred during your absence. Frontier Property Management will not accept requests for maintenance or repairs from anyone during your absence, unless authorization has been submitted to us in writing.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

SIGNATURE: _____