



NOTIFICATION OF ABSENCE FROM HOME

The Village at Cottonwood Springs requires its residents provide advance notification when their home will be unoccupied for more than a 7-day period of time. Please review below and complete the following:

- **DO NOT TURN OFF THERMOSTAT**
- Depending on the season, set the thermostat on auto and the heat to a minimum of 60 degrees or the air conditioner to a maximum of 75 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 on seasonal conditions in order to avoid damage to your home or personal belongings
- Turn off water at shut-off valve. Please call maintenance at 915-975-1190 if you are unsure how to do this
- Disconnect hoses and quick connect devices from water spigots
- Close and lock windows, doors and garage

Resident Name: _____ Address: _____ Phone: _____

Period of Absence: From _____ To _____

Where I can be reached during my absence:

Address: _____ Email: _____

Alternate Phone #: _____

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

Name(s): _____

Email: _____ Phone #(s): _____

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

Pet(s) will remain in the home. Yes No If Yes, the following designee will provide my pet(s) care:

Name: _____ Address: _____ Phone: _____

Service Member's Unit Information (if applicable)

Unit: _____ Unit POC or Supervisor: _____

I understand that in my absence, it remains my responsibility to maintain accessibility to the residence to facilitate emergency services.

Resident Signature _____ Date _____

Staff Signature _____ Date _____