

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: _____

Balfour Beatty Communities

Date