



Resident Absence Notice
(Please return to Security Desk)

Unit: _____

Departure Date: _____

Return Date: _____

Emergency Contact:

Name: _____

Unit (If Applicable): _____

Phone: _____

☐ He/she has access to my apartment.

The following person/persons will be staying in my apartment during my absence:

- _____
- _____
- _____
- _____

If necessary, you can reach me

- Address: _____
- Phone: _____
- Email: _____

Notices:

Initial _____ I understand that my accumulated notices during my mentioned absence above will be held at the security desk.

Initial _____ I understand that if I fail to pick-up my accumulated notices 72 hours after my return date mentioned above that the notices will be disposed of.

Print: _____

Signature: _____

Date: _____