

8-29-16

### **RESIDENT DEPARTURE FORM**

If you plan to be away from the community for more than a few days, we recommend you complete this form and leave it with the office: (PLEASE PRINT)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

Name of person(s) with a key or watching your home: \_\_\_\_\_

Name of lawn maintenance and weeding person(s):

\_\_\_\_\_

Away street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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### **SUGGESTIONS FOR SNOW BIRDS**

The following suggestions may be helpful if you are leaving for an extended period of time:

1. Forward all mail. Have someone periodically check your PPE mailbox and forward mail.
2. Have someone watch your house (inside and out). Ensure post light is functioning (leave a replacement bulb if possible.)
3. Have someone tend to your lawn & weeds. Store all lawn ornaments and other items that could become a projectile in high winds.
4. Disconnect, or put on vacation rate, phones. Disconnect TVs and unplug antenna. Disconnect computers, scanner, printers, etc., including 'phone connections.
5. If disconnecting refrigerators or freezers, prop doors open.
6. Set your AC thermostat to 85-90 degrees (to control humidity in the house).
7. Leave outside water on to enable lawn watering if there's a dry summer.
8. Place plastic wrap over the toilet seat to prevent water from evaporating.
9. Avoid the appearance that your home is vacant. Covering cars or golf carts is not recommended.