

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: _____
Resident Specialist Date