

## ABSENCE INFORMATION

Date: \_\_\_\_\_

Recommendations prior to leaving to make sure that your home will be in good shape when you return: Empty your refrigerator, unplug it and prop open the door. Remove food from the pantry, or ensure it's in mice/insect-proof storage containers. Ask the Office to forward mail to your home address. Empty all the trash bins. Unplug power loads such as TVs, kitchen appliances, power strips and internet routers. Turn off the main water supply. Turn off the water heater. Disconnect the hoses to your washer and dryer, and unplug them. Set the thermostat to 80 degrees for AC. Turn off all the lights, close the shades/drapes. Lock all the doors and windows (leave a key with the office or caretaker for emergencies). Bring everything inside: patio furniture, flags, chair cushions, grills (disconnect the propane). Flush the toilet several times just before you leave. Pour half a cup of chlorine bleach into the toilet bowl to prevent stain-causing bacteria. Cover toilets with plastic wrap, and all sink drains with sealed plastic bags to prevent the water from evaporating in the drains which would allow sewer odors and bugs to crawl down roof vents into your house. **Print neatly this form MUST be completed yearly**

VPE Street Address \_\_\_\_\_

A. Your name \_\_\_\_\_

Northern address (if applicable)

\_\_\_\_\_

Phone (cell) \_\_\_\_\_ (home) \_\_\_\_\_

***B. Mail: If you do not complete this form before you leave, your VPE mail will be sent to your VPE address!***

C. Caretaker of coach \_\_\_\_\_ (The person who will maintain appearance. The Park will call this person when there are problems with the residence. They must have a key to your VPE coach.)

Caretaker Phone (cell) \_\_\_\_\_ (home) \_\_\_\_\_

E. Date of Departure from VPE \_\_\_\_\_

Date of Return \_\_\_\_\_

## PERMISSION TO PARK IN MY CARPORT

DATE \_\_\_\_\_ I GIVE \_\_\_\_\_ PERMISSION TO PARK  
IN MY CARPORT DURING MY ABSENCE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

***PLEASE REMEMBER TO SIGN IN WITH THE OFFICE WHEN YOU RETURN.***

**Please put completed form in Office Mail Slot**