

Date _____

EXTENDED ABSENCES FROM QUARTERS

All absences from quarters of 7 days or more must be reported to Housing Services Branch so that proper action may be taken in case of emergencies. Residents must have someone watching the quarters for them and let Housing know who that person is. It is advisable to contact the Military Police House Watch Program for further security.

Absences of 30 days or more must be approved by the Housing Manager.

Occupant _____ Quarters No. _____

Unit _____ Work Phone _____

Home Phone _____

Phone Number During Absence _____

Person Caring for Quarters During Absence _____

NOTE: It is recommended that the person caring for your quarters has a valid ID in order to pass the security checkpoints and check your quarters on a daily basis.

Telephone Number (Home) _____ (Work) _____

Dates of Absence _____ Is this 30 days or more? _____

If 30 days or more, reason for absence _____

To ensure you are aware of your responsibilities during your absence, please read the following and sign acknowledgement. If you are requesting an absence of 30 days or more, you must have your house watcher sign acknowledgement as well.

- I understand that I am responsible for the care of my quarters during my absence. Any damages that may occur because of my neglect or the neglect of my house watcher can be charged to me.
- I have instructed the person caring for my quarters that they must ensure my occupant responsibilities are fulfilled in my absence. That includes mowing of the grass, snow removal, pet care, and cleanup, etc. I understand that I am responsible for tickets or warning letters that are sent to me should my quarters fail the standards of upkeep as outlined in the Housing Resident Policy Handbook.

- **I understand that I must sign for and install properly a Temperature Monitoring Device (Nov – Apr). I will pick it up from self-help, and I will install it in my quarters before I leave.** _____
- **If it is heating season, I have ensured that my thermostat is turned down, but not off. (NOTE: 60 degrees is recommended.) If it is cooling season, I have set the air conditioning above 80 degrees.** If I am absent from one season to another, I have instructed my house watcher to ensure the thermostat is adjusted accordingly. _____

NOTE: Damages due to improper settings of the heating or air-conditioning are the most common problems during absences.

- I have given a working quarters key to my house watcher (to include the mailbox, if applicable).

SIGNATURE OF RESIDENT

SIGNATURE OF HOUSING REPRESENTATIVE (IF REQUEST IS UNDER 30 DAYS)

Requests for 30 days or over:

I understand the responsibilities required of me as a house watcher for the above resident. I have a copy of the Housing Resident Policy Handbook and will abide by the contents.

SIGNATURE OF HOUSE WATCHER

COMPANY CDR'S NAME (PRINTED)

COMPANY CDR'S SIGNATURE

Your request for an absence from quarters for 30 days or more has been reviewed and is
_____ approved _____ disapproved.

CHARLES R. WILLIAMS, Housing Mgr