

# UNIT OWNERS OFFICE REQUEST FORM POLICY

*To maintain security and the safety for all the residents in the building, it is required that everyone complete this Unit Owners Request Form, which is always in the mailroom for your convenience to complete and then submit it to the office.*

*Water must be turned off if you will be away from your unit for more than 24 hours*

I will be leaving on \_\_\_/\_\_\_/\_\_\_ and will be returning on \_\_\_/\_\_\_/\_\_\_ . While I am not in residence, the following will be taking place in my unit: (Please write any additional information, notes or changes for the office on the back of this page).

## WATER

\_\_\_ I will take care of turning the water on and off in my unit.

\_\_\_ Please have the office take care of turning the water on and off in my unit.

## DELIVERIES

\_\_\_ Mail delivery has been stopped until we return.

\_\_\_ Do not sign for any packages delivered to my unit.

\_\_\_ Packages delivered to me may be placed in my unit.

\_\_\_ The following companies will be working or delivering items to my unit. The management will not permit anyone to work or delivery anything to the unit without permission is given in writing from the unit owner.

Company

Date

---

## CONSTRUCTION

\_\_\_ No work is to take place in my unit while I am not in residence.

\_\_\_ While I am away, the following companies will be doing work in my unit:

Company

Date

---

## UTILITIES or HVAC SERVICE

\_\_\_ No utility company (Comcast, CenturyLink, DirecTV \_\_\_\_\_ etc.) will be permitted to work in my unit while I am not in residence.

\_\_\_ While I am not in residence, the following utility company will be doing work in my unit.

Company

Date

---

**I understand that in order to maintain security in this building at all times, the office must be notified of anyone coming into my unit while I am not in residence. I understand that the office and its personnel are not responsible for anyone who is working in my unit while I am not in residence.**

Name \_\_\_\_\_ Unit# \_\_\_\_\_ Date \_\_\_\_\_