

## UNIT OWNERS OFFICE REQUEST FORM

*To maintain security and the safety of all residents in the building, it is required that everyone complete this form, which is always in the mailroom for your convenience to complete and then submit to the office. Be sure to have all your outdoor balcony furniture stored inside the unit, close all shutters.*

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

I will be **leaving** on \_\_\_/\_\_\_/\_\_\_ (approximate time \_\_\_\_\_) and will be **returning** on \_\_\_/\_\_\_/\_\_\_ (approximate time \_\_\_\_\_) 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 off the water when I leave and turning on the water upon my return.

### 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 listed below will be working or delivering items to my unit, etc, furniture, shutters.

**NOTE:** The management will **NOT** permit anyone to enter, work or deliver anything to the unit without written permission from the unit owner.

Company

Date

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### CONSTRUCTION

\_\_\_ **No** construction 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

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### UTILITIES or HVAC SERVICE

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

Company

Date

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**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 management and personnel staff are not responsible for anyone who is working in my unit while I am not in residence.**

*My Name* \_\_\_\_\_ *Unit#* \_\_\_\_\_ *Date* \_\_\_\_\_ **2018**