



## NOTIFICATION OF ABSENCE FROM HOME

Antelope Ridge requires its residents provide advance notification when their home will be unoccupied for more than a 7-day period of time. Please review below and complete the following:

- **DO NOT TURN OFF THERMOSTAT**
- Depending on the season, set the thermostat on auto and the heat to a minimum of 60 degrees or the air conditioner to a maximum of 75 degrees. If your absence extends across seasons, you are required to ensure your designee enables the heating or cooling system, as appropriate, when needed, based seasonal conditions in order to avoid damage to your home or personal belongings
- Turn off water to the home at the main shut-off valve (two-bedroom homes have a second shutoff in the utility room). Please call maintenance at 605-550-2355 if you are unsure how to do this
- Disconnect hoses and quick connect devices from water spigots
- Close and lock windows, doors and garage

Resident Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Period of Absence: From \_\_\_\_\_ To \_\_\_\_\_

Where I can be reached during my absence:

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_

The following person(s) is/are designated to watch over my home:

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #(s): \_\_\_\_\_

Will this person have a key to enter your home?  Yes  No Authorized to access mailbox?  Yes  No

Pet(s) will remain in the home.  Yes  No If Yes, the following designee will provide my pet(s) care:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Member's Unit Information (if applicable)

Unit: \_\_\_\_\_ Unit POC or Supervisor: \_\_\_\_\_

I understand that in my absence, it remains my responsibility to maintain accessibility to the residence to facilitate emergency services. I am responsible for snow and ice removal and/or maintaining my backyard.

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_