

FAMILY HOUSING WELCOME CENTER
ABSENCE FROM QUARTERS

Residents Name _____

Quarters Number _____

Duty Phone _____ Home Phone _____

Date(s) absent from quarters: (Not to exceed 90 days) _____ to _____

Address while on leave/TAD: _____

Phone number while on Leave/TAD _____

Name of House Sitter: _____

Phone# of House Sitter: Work _____ Home _____

Will they have a key? Yes _____ No _____

Will they be living in quarters? Yes _____ No _____

If no, include the address of House Sitter: _____

Housesitter E-mail address: _____

Confirmation will be sent to house sitter. House sitter is responsible to call Trouble Desk at DSN 253-3131 for any maintenance issues.

Resident/House sitter is responsible to clean mold/mildew.

If you live in a Townhouse, please give name and telephone number of the person responsible for quarters upkeep (ie, Mowing the lawn, etc)

(If different from the House Sitter): _____

If yard is not maintained while occupant is absent from quarters, the resident will be charged for contract yard cleaning/mowing etc!

***FOR ROUTINE MAINTENANCE DOES THE FAMILY HOUSING DEPARTMENT HAVE PERMISSION TO ENTER YOUR QUARTERS WITH OUR MASTER KEY WITHOUT THE PRESENCE OF THE HOUSITTER?**

YES _____ NO _____

FAMILY HOUSING WILL NOT REQUIRE YOUR PERMISSION TO ENTER YOUR QUARTERS IN THE EVENT OF AN EMERGENCY (FIRE, FLOOD, etc..)

Air conditioning should be left on "Dry Mode" (25 degree Celsius/ 75–77-degree Fahrenheit to prevent mold/mildew and ventilation need to be turned to "on". If you have any questions or concerns on temperature setting, please contact your Housing inspector.

Signed _____

Date _____