

**FAMILY HOUSING
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 # 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 address of House Sitter: _____

House sitter email address: _____

Confirmation will be sent to housesitter

If you live in a Townhouse, Duplex, or Row House, please give name and telephone number of the person responsible for quarters upkeep (ie, Mowing the lawn, etc) **(If different from the House Sitter)**: Name: _____

Phone #: _____

If yard is not maintained while occupant is absent from quarters, the resident will be charged for contract yard cleaning/mowing etc! Also place your Trash Bins inside.

*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 ..).

SIGNED: _____ DATE: _____