



NOTICE OF ABSENCE FROM QUARTERS

This is to inform the housing office that I will be absent from my unit, leaving it unoccupied for an extended period (over 7 days) due to: [REDACTED]. I have informed by building leader (if applicable) of my intended absence. I also understand that I am still held responsible for my unit. I have made arrangements for security, prudent care, which includes yard maintenance (mowing, watering, edging, trimming), snow removal and periodic inspection of my unit.

NAME: [REDACTED]

ADDRESS: [REDACTED]

DUTY PHONE: [REDACTED] HOME PHONE: [REDACTED]

PERIOD OF ABSENCE: FROM: [REDACTED] TO: [REDACTED]

EMERGENCY CONTACT INFO:

Person who I designated to have access to my unit:

NAME: [REDACTED]

CELL PHONE: [REDACTED] HOME PHONE: [REDACTED]

UNIT: [REDACTED]

ADDRESS: [REDACTED]

[REDACTED]

SIGNATURE/ DATE