



## 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 3 days) due to: \_\_\_\_\_ . 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: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DUTY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

PERIOD OF ABSENCE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### EMERGENCY CONTACT INFO:

Person who I designated to have access to my unit:

NAME: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

UNIT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE/ DATE