



Home Watch - Notification of Absence

Residents are obligated to notify the Community Management any time they leave their residence for more than 30 days. Whereabouts are kept private and confidential. The Home Watch program helps to ensure adequate maintenance is performed during a resident's absence, to ensure security and to reduce possible damage. Upon notification, the home is regularly inspected according to the Home Watch Program guidelines.

Permission To Enter: Is there a current PTE on file? ___ Yes ___ No

While on Home Watch, Property Management / Maintenance staff will enter the home to monitor and perform routine, emergency and preventative maintenance. Permission To Enter (PTE) allows authorized Fort Drum Mountain Community Homes Property Management / Maintenance staff to enter a home for the purpose of completing service requests or to complete necessary inspections or preventative maintenance.

Contact Information:

Resident Name: _____ Building: _____ Apt. Number: _____

Phone Number (during absence): _____ Email: _____

Address (during absence): _____

How long do you anticipate the absence will be? _____ Depart: _____ Return: _____

Please provide an emergency contact in the event we are unable to reach you.

Name / Relationship: _____

Phone Number: _____ Email: _____

Resident Responsibilities During Absence:

I understand that it is a requirement for my vehicle to be parked in the rear of the parking lot during my absence to facilitate snow removal and emergency maintenance. I also understand that I will be responsible for any towing costs that may be incurred if my vehicle is not in the appropriate location.

_____ (resident initial) Vehicle Make/Color: _____ License Plate: _____

For absences of over 30 days, a Community staff member must inspect the home with the resident prior to their departure, ensuring the Home Care Checklist for an Extended Absence is closely followed. The staff member then submits a Preventative Maintenance work order to prepare the home for an extended absence. Upon return, residents must notify their Community Management.

I have provided accurate contact information to the Timbers regarding the care of my home prior to and during my absence. I will promptly notify my Community Management if any of the information provided on this form changes.

Resident Signature: _____ Date: _____

Timbers Representative: _____ Date: _____

*Participation in the program does not provide any guarantee, nor does it eliminate the resident's responsibilities and liabilities, including upkeep. Proper monitoring or maintenance cannot be performed if Mountain Community Homes is not appropriately notified or if home access is given to others. Without notice, or if others are allowed access, residents are responsible for any damage or required maintenance that occurs during their absence.

