

## I'll Be Back (Notice of Absence) & Home Checklist

North Haven appreciates your notice of absence. Your whereabouts are kept private and confidential. Notification allows us to better serve you during this experience and contact you quickly if an emergency situation occurs.

Resident  
Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How long do you anticipate the absence will be?

Date of Departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

Please list a full address and phone number where you may be contacted during the absence:

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### LOCAL CONTACT:

Phone 1: \_\_\_\_\_

Name: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Keys left with contact:  Yes  No

Staying in home:  Yes  No

Pets staying:  Yes  No

Chain of Command Representative: \_\_\_\_\_

Military Unit Phone: \_\_\_\_\_ Military Unit Email: \_\_\_\_\_

### YARD CARE:

Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that North Haven will enter my home to perform emergency and preventative maintenance on my home during my absence. North Haven is not expected to provide additional notice if forced maintenance is necessary. The charges will be directly added to the Resident's ledger, and expected to be paid upon completion of services. \_\_\_\_\_



I understand that I have received the “Home Checklist” and will ensure everything is completed prior to my leaving. \_\_\_\_\_

I understand that if I do not complete the “Home Checklist” and my home is damaged during my absence I will be financially responsible. \_\_\_\_\_

I understand that lawn maintenance and snow removal are still my responsibility during my absence and have established a service provider and their contact information is provided above. \_\_\_\_\_

I acknowledge the importance of leaving a key with a local contact during my absence and the risk I accept if I choose not to. \_\_\_\_\_

I am either the Resident and/or an authorized occupant/agent of the leased property (address shown above) at the submission of this notice. As stated in the North Haven Lease Agreement, I understand the lease holder is responsible for the leased property for the term of the lease. \_\_\_\_\_

I understand that it is expected that the Resident and/or authorized occupant/agent provide updated contact information to North Haven during the duration of the absence. This includes cell phone, email and physical address. \_\_\_\_\_

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
North Haven Representative

\_\_\_\_\_  
Date



## Home Checklist

North Haven appreciates your notice of absence. Please complete the checklist below and turn into your community office prior to your absence:

Resident Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

How long do you anticipate the absence will be?

Date of Departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

1. Close and lock all windows and doors
2. Close all blinds
3. Shut off all water to toilets (back of the toilet) and sinks (underneath cabinets)
4. Open all sink cabinet doors
5. Lock garage opener (switch at the top of the opener on the garage wall)
6. Set garage thermostat to 62 degrees (this should be done if leaving in the summer, but will not be returning until the fall or winters. Temperatures can drop suddenly in Alaska.)
7. Check all faucets (tubs and sinks) for leaks
8. Remove hose and turn of exterior faucets