



Notice of Absence from Unit

When leaving your home for 5 or more days, it is important that you select and designate a point of contact.

MY CONTACT INFORMATION

Name: _____ Address: _____

Phone: _____ Email: _____

Absence Start Date: _____ Absence End Date: _____

DESIGNATED POINT OF CONTACT

Name: _____ Email: _____

Day Phone: _____ Night Phone: _____

Permissions

You may opt to grant your point of contact additional permissions. They must show photo ID and maintain a copy of this form to receive the below services.

_____ I give permission for my designated point of contact to obtain a spare key to my home.

_____ I give permission for my designated point of contact to sign out products and supplies from the Aurora Self Help Center for my unit.

Acknowledgment

_____ I understand I am still responsible for my unit during my absence, and have made arrangements for the appropriate care (lawn mowing, trimming, snow removal, extreme weather checks, etc.).

_____ I will ensure my point of contact understands that they are required to enter my housing unit daily to confirm my housing unit is in good condition with no maintenance issues (no heat, leaks, etc.) that need to be addressed. If an issue is discovered, they will notify maintenance immediately.

_____ I will ensure a copy of this form will be posted on the refrigerator in my housing unit and a copy given to my point of contact.

Signed: _____

Date: _____