

OWNER VACANT UNIT FORM

Today's Date: _____ *Owner Name:* _____ *Unit #* _____

Date of Departure: _____ *Returning Date:* _____

Parking space number is _____ ****If you are leaving your vehicle at the building, please provide the following information:**

Make _____ *Model* _____ *Color* _____ *Tag #* _____

*******LEAVE KEYS IN THE ASSOCIATION OFFICE**

In case of an emergency, where may you be reached? _____

Emergency Contact: _____

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If your unit will be vacant during the summer, these are some things you should consider:

- *Have someone physically check your unit once per month.*
- *Turn your water heater OFF*
- *Turn your water supply OFF*
- *Pour ½ cup of bleach in toilet bowl and tank. Cover bowl with plastic wrap to prevent evaporation, and the bleach will prevent bacterial growth.*
- *In sinks and tubs, keep stoppers in the closed position to keep water in the p-trap from evaporating, and prevent insects from coming in thru a dry water line.*
- *FP&L recommends that you set you're a/C to 77 degrees to prevent mold.*
- *To maximize air flow throughout your unit, keep all bedroom, bathroom and closet doors open; and keep the door to your a/c unit unlocked.*
- *Keep ceiling fans operating on low setting to help distribute airflow and reduce the possibility of mold problems.*
- *Please remember to advise the Association of any guests' use of your unit at least (7) days in advance.*

Signature

Signature