

NOTICE OF VACATION OR ABSENCE FROM PREMISES

RE: Absence from Premises

ATTENTION APARTMENT MANAGER:

This letter to is give notice that the tenants in the above premises will be absent from the premises for the time period below. In the event of a problem or emergency concerning the premises, please contact the person below. I acknowledge that all monies due on the premises need to be paid prior to leaving and according to the rental agreement.

I acknowledge that no person should be in the premises during the time period stated and that management may contact the police if anyone is in the premises until our return. I understand that this notice does not obligate management to a greater duty to watch the premises.

Date leaving _____ Date returning _____

Please contact in case of emergency:

Name _____ Telephone _____

I will be at the following location(s) during my absence:

Sincerely,

Date _____ Tenant's signature _____

Print Tenant's name _____

Tenant's address _____