

GOING OUT OF TOWN----SEASONAL CHANGE

In order to stay in contact and handle emergencies, please send the following information to our office before you leave. This form should also be completed as you return your home.

1. NAME: _____
(Please print)
ADDRESS: _____ BLDG/UNIT _____

2. I/WE PLAN TO BE AWAY: FROM: _____ TO _____

3. PLEASE USE THIS E-MAIL OR MAILING ADDRESS DURING THE DATES NOTED ABOVE.

4. **EMERGENCY PHONE NUMBER:** () _____ - _____
NAME and RELATIONSHIP TO OWNER: _____

E-MAIL ADDRESS (IF AVAILABLE): _____

ALTERNATE PHONE NUMBER: () _____ - _____

NAME and RELATIONSHIP TO OWNER: _____

E-MAIL ADDRESS (IF AVAILABLE) _____

5. ARE YOU LEAVING A CAR AT YOUR HOME/ CONDOMINIUM? _____

IF SO: MAKE: _____ YEAR: _____ MODEL: _____ COLOR: _____

WHERE WILL THE KEYS BE LEFT? _____

6. THE MAINTENANCE OFFICE HAS ACCESS TO MY UNIT THROUGH THE MASTER KEY: _____
(Per Florida Statue 718. *The Condominium Association must be provided access to your unit*)

IN ADDITION, I HAVE LEFT A KEY WITH: _____

PHONE NUMBER: _____

IN THE EVENT OF AN EMERGENCY, PLEASE LIST YOUR CONTRACTORS ON THE BACK OF THIS FORM

BEFORE YOU LEAVE TOWN, PLEASE RETURN THIS FORM TO:

**KEYSTONE PROPERTY MANAGEMENT GROUP
2001 9TH AVENUE, SUITE 308
VERO BEACH, FL 32960**