

PARK DEPARTURE FORM
THE VILLAGE AT RIVERWALK

PAGE 1 OF 2

THIS DOCUMENT IS REQUIRED WHEN A RESIDENT LEAVES THE PARK FOR A PERIOD OF MORE THAN TWO (2) WEEKS.

Name of Resident: _____ Lot # _____

Current Address: _____

Alternate Address: _____

To Which address shall the office send your mail? Please CIRCLE ONE: CURRENT ALTERNATE

Alternate Telephone No: _____ Email: _____

DEPARTURE DATE _____ PLANNED RETURN DATE _____

PLEASE MAKE SURE THAT YOU HAVE CONTACTED THE PEOPLE LISTED BELOW AND THEY HAVE AGREED TO ASSUME THE RESPONSIBILITY.

LOCAL PERSON HOLDING KEY TO YOUR HOUSE

NAME _____ Phone Number _____

PERSON RESPONSIBLE FOR WEEDING DURING YOUR ABSENCE

NAME _____ PHONE NUMBER _____

(Association will maintain the cutting of your grass on your lot and edging around the perimeter of your home. You are responsible for weeding in the flower beds and/or beds around trees and lamp post.)

PERSON RESPONSIBLE FOR POST LAMP BULB REPLACEMENT

NAME _____ PHONE NUMBER _____

(Should the post light bulb need replacing by Riverwalk during your absence, a fee will be charged to you)

LOCAL PERSON RESPONSIBLE TO CONTACT YOU IF THERE IS AN EMERGENCY

NAME _____ PHONE NUMBER _____

Who may we contact if there is an emergency and we need to contact you and you are not available at your alternate phone number listed above: NAME _____ PHONE # _____

PARK DEPARTURES

THE VILLAGE AT RIVERWALK

SHEET 2 OF 2

SAFETY AND SECURITY COMMITTEE NOTIFICATION

PLEASE COMPLETE THE FOLLOWING QUESTIONS:

1	Have you discontinued newspaper deliveries?	YES	NO	N/A
2	Have you put on vacation the cable?	YES	NO	N/A
3	Have you disconnected the phone?	YES	NO	N/A
4	Have you notified the Post Office?	YES	NO	N/A
5	Are all of the doors and windows locked?	YES	NO	N/A
6	Are tools and equipment locked away?	YES	NO	N/A
7	Is the water turned off at the house?	YES	NO	N/A
8	Will there be an interior security light left on?	YES	NO	N/A
9	Is the refrigerator/freezer empty of perishables?	YES	NO	N/A
10	Are the outside lawn decorations put away?	YES	NO	N/A
11	Will there be a vehicle in the carport?	YES	NO	N/A
12	If so, give make, color and tag number below.			

MAKE	COLOR	STATE	PLATE #
MAKE	COLOR	STATE	PLATE #

THIS DOCUMENT WILL BE KEPT CONFIDENTIAL BY PARK MANAGEMENT

ON YOUR RETURN TO THE PARK, PLEASE NOTIFY THE OFFICE IMMEDIATELY.

SIGNATURE	DATE	LOT #
-----------	------	-------

If you have Storm Shutters on your house, Please lower them to protect your house against damage in case a hurricane or violent windstorm occurs during your absence.