

## Home Watch - Notification of Absence

Residents are obligated to notify the Community Center any time they leave their residence for more than two weeks. Whereabouts are kept private and confidential. The Home Watch program helps ensure adequate maintenance is performed during a resident's absence, to conserve utilities and reduce possible damage. Upon notification, the home is regularly inspected according to the Home Watch Program guidelines, including monitoring home temperatures and watching for possible water damage.

**Permission To Enter:** Is there a current PTE on file?

☐ Yes ☐ No (If No, I allow Mountain Community Homes staff to enter on a PTE for home watch purposes only \_\_\_\_\_ initial)

While on Home Watch, Mountain Community Home staff will enter the home to monitor and perform routine, emergency and preventative maintenance. Permission To Enter (PTE) allows authorized Fort Drum Mountain Community Homes property management / maintenance staff to enter a home for the purpose of completing service requests or to complete necessary inspections or preventative maintenance.

### Contact Information:

Resident Name: \_\_\_\_\_ Home Address: \_\_\_\_\_

Phone Number (during absence): \_\_\_\_\_ Email: \_\_\_\_\_

Address (during absence): \_\_\_\_\_

How long do you anticipate the absence will be? \_\_\_\_\_ Depart: \_\_\_\_\_ Return: \_\_\_\_\_

Please provide an emergency contact in the event we are unable to reach you:

Name / Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Resident Responsibilities During Absence:

I understand that in my absence, it remains my responsibility to maintain accessibility to the residence to facilitate emergency services. I am responsible for snow and ice removal and / or maintaining my yard.

**Should I fail to meet this obligation, the Community Center will contract for the service and I will be assessed a \$50 charge for each instance of snow / ice removal and / or mowing.**

Snow Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lawn Care Provider Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Does resident have pets? ☐ Yes ☐ No Pet Care Plan Reviewed \_\_\_\_\_ Resident Initial

**For absences of over 30 days**, a Community Center staff member must inspect the home with the resident prior to their departure, ensuring the Home Care Checklist for an Extended Absence is closely followed. The staff member then submits a Preventative Maintenance work order to prepare the home for an extended absence. Upon return, Residents must notify their Community Center three days in advance. A Water Back Up Alarm is installed in downstairs homes during extended absences. This device does not prevent water back up, however in the event of a water back up problem, this alarm can alert neighbors so we can address the problem before more damage to the property is done. The alarm must be returned when Home Watch is complete (replacement fee \$20). \_\_\_\_\_ Resident Initial

I have provided accurate contact information to Mountain Community Homes regarding the care of my home, family and pets prior to and during my absence. I will promptly notify my Community Center if any of the information provided on this form changes.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mountain Community Homes Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*Participation in the program does not provide any guarantee, nor does it eliminate the Resident's responsibilities and liabilities, including upkeep. Proper monitoring or maintenance cannot be performed if Mountain Community Homes is not appropriately notified or if home access is given to others. Without notice, or if others are allowed access, Residents are responsible for any damage or required maintenance that occurs during their absence.