

**VACATION INFORMATION FORM - (Longer than 1 week)**

(please print clearly in all spaces provided)

Unit # \_\_\_\_\_ Resident Name(s): \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Please provide any contact information to reach you in case of an emergency:

\_\_\_\_\_  
\_\_\_\_\_

Will you be taking your vehicle with you? Yes \_\_\_\_\_ No \_\_\_\_\_

If you will not be taking your vehicle and we have an issue or maintenance is required in the garage which requires removing your car, who has the keys?

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Will anyone be taking care of your suite in your absence: Yes \_\_\_\_\_ No \_\_\_\_\_

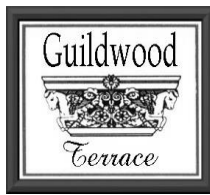
**If yes:** Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Should access into your unit be required for routine maintenance, do you authorize entry:

Permission Granted: \_\_\_\_\_ Permission Denied: \_\_\_\_\_

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

**Note: Suite entry is automatically authorized in the event of an emergency.**



**It is recommended before you leave, that:**

- Newspaper delivery is suspended so that they don't accumulate outside your door
- You have your mail forwarded to you or make alternative arrangements for it to be picked up for you. Canada Post may suspend service if your mailbox becomes too full
- You turn off any alarm clocks and/or stereo systems
- Any plants in the unit are taken care of by a relative or friend
- All windows and/or balcony doors are shut and locked
- Ensure that faucets and/or toilets are not leaking or continuously running. It is recommended they be repaired prior to departure
- Should your suite be equipped with a carbon monoxide detector (as per building code due to mechanical equipment being above/below the vicinity of your suite - check the battery(s) and if necessary they should be replaced to avoid the device from sounding while you are away because of a failing/dying battery
- Water valves are shut off to avoid a possible flood while you are away. If you have difficulty reaching your shut off valve(s) contact security. Upon your return, check all plumbing (washers, connectors etc.) as any/all of the connections may have dried out or cracked during your absence.
- You turn off all the lights in the suite.

Please ensure you have completed the **“Agreement to Receive Notices”** form as approved by the CAO, Condominium Authority of Ontario, so you may continue to receive communication from the Corporation and stay informed while you're away. Security can provide you with this form.

**Special Note:**

The information provided in this form to the Corporation is strictly for **information purposes only**. By completing this form, this does not transfer responsibility or liability to the Corporation or to its employees, agents, representatives etc.

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**Resident Signature**

**Date**

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