

# EPHI Departure Form

\*\* This form *must* be completed and turned into the office when you leave for the summer. \*\*

Dear Homeowner:

Please make sure that the area surrounding your house is clean and cleared of debris when you leave for the summer. Place all of your exterior items either in your shed or inside your home, including potted or hanging plants, yard ornaments, clothes-lines, or any other items that could become airborne.

**Your yard light(s) must continue to operate in your absence. Please be certain that you have not turned off the power to the lamppost when you leave.**

Sincerely,  
Eagle Point

The Office needs the following information to ensure proper care of your property during your absence:

Unit#: \_\_\_\_\_ Homeowner(s): \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

Telephone numbers over the summer: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email address over the summer: \_\_\_\_\_

Do you wish to receive your July & October statement by Email? YES or NO (*circle one*)

Who Mows Lawn? Name: \_\_\_\_\_ Tel# \_\_\_\_\_

(Lawns must be mowed when the Park mows – weekly during the summer months)

**Park charge: \$10.00 per mowing includes spraying for weeds once a month.**

Who Weeds Planter Beds? Name: \_\_\_\_\_ Tel# \_\_\_\_\_

(Planter boxes & beds must be weeded during the hot summer)

Summer on-site Key Holder? Name: \_\_\_\_\_ Tel# \_\_\_\_\_

(Your on-site contact in the event of an emergency)

In the event that maintenance of the exterior of the home or property is required while I am away, please contact the appropriate person or firm listed above. If the work is not done or contact cannot be made, it is understood that the Park will have the necessary services performed and that any costs will be billed to me.

\_\_\_\_\_  
(Signature)

**Have a safe and enjoyable summer. We will see you in the fall.**