

Instructions: Download form, open with Adobe Reader, enter your information. Click "Save to my computer" and or "Print" to keep a copy for your records. Click Email to submit the form. You will need to enter your block captain's email address. You may also print the completed form and take it to your block captain.

# CSEII Extended Absence Contact Information

CC&R Section 10.3 Block Captains Committee

CSEII Block Captains conduct our Neighborhood Watch tours. Water heaters leak, outside lights burn out, critters chew drip lines, and wind can do significant damage. Your Block Captain would like to be able to contact you if an emergency occurs *WHEN YOU'RE NOT HOME?*

## Please provide the information below.

*This information will ONLY be shared in case of an emergency and only on a "need to know" basis.*

Homeowners or Residents	Names	Submission Date
HOA Address	House Number and Street	Lot Number
Contact Info	Email addresses	Phone Numbers

## Summer or Extended Absence Information

**Please return this form to your block captain and keep the information current.**

Destination	Address		
When	Departure	Return	Comment
Your Contact Info (if different)	Email	Phone	Comment
Homewatch Contacts	Names	Phone Numbers	Company
Others with Key access	Names	Phone Numbers	Relationship
	Names	Phone Numbers	Relationships
Other Information			

**Reminders** – Review this information with your Block Captain at least annually.

**Don't forget to also make arrangements for:**

- ✓ Yard maintenance
- ✓ Someone to watch for and change burned-out light bulbs
- ✓ Someone to periodically check to be sure drip system is working properly
- ✓ Someone to check for unexpected doorstep deliveries (UPS, FedEx, etc.)
- ✓ Forward or put a "vacation hold" on mail (US Postal Service)
- ✓ Phone, TV, Newspaper, Trash Collection, Pest Control, etc.
- ✓ Sheriff's Auxiliary Volunteers (SAV) contacted?