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ABSENCE FROM PROPERTY FORM

If you are planning to be absent from your property for more than one month (28 days) for any reason, including holidays, health matters etc., please complete and return this form to Jacaranda Housing before you leave, via email, post or in person.

Tenant Name:	
Property Address:	
Dates of Absence: ___/___/___ to ___/___/___	
Can you be contacted whilst absent? <i>(please circle one)</i>	YES NO
Best Method of Contact: <i>(please circle one)</i>	Phone/Mobile/Email
<i>Please provide the best contact phone number or email address for you whilst away:</i>	
Phone/Mobile:	Email:
Emergency/Alternative Contact Name:	
Emergency/Alternative Contact Phone/Mobile:	
Emergency/Alternative Contact Relationship:	
Emergency/Alternative Contact Name:	
Emergency/Alternative Contact Phone/Mobile:	
Emergency/Alternative Contact Relationship:	

I, _____, give authorization for the above emergency/alternative contact to liaise with Jacaranda Housing regarding tenancy matters that are of immediate nature in my absence for the above period.

The emergency/alternative contact will be responsible for mowing the lawns, collecting the mail and any other aspects to ensure the property is safe and secure.

Tenant Signature: _____ Date: _____

Tenant Name: _____

Tenant Signature: _____ Date: _____

Tenant Name: _____