

Temporary Absence Notice

DATE:

NAME: _____ DATE OF DEPARTURE: _____

ADDRESS: _____ DATE OF RETURN: _____

PHONE #: _____

- 1. Per Balfour Beatty Communities Operations & Management Plan, Section 2, Part R, "Residents who will be absent in excess of 14 days, must notify the Manager in writing." This letter will suffice for this requirement.
- 2. Also, per same resource, "Resident shall make arrangements for a representative to have access and to take responsibility for the premises.... Notify the Manager with the contact information of the representative. Resident will assume all liability for the representative's behavior."

Representative in your absence: _____

Phone # of Rep: _____

- 3. Further, "Owner and Balfour Beatty Communities will not be responsible for any damages to the premises resulting from the Resident's absence due to Resident's or representative's negligence, recklessness and/or intentional intent."
- 4. If you have further questions, please call our office at (228)863-0424. Thank you for your notice.

Sincerely,

Courtney Collier
Community Manager
Balfour Beatty Communities
NCBC Gulfport