



# TEMPORARY ABSENCE FROM QUARTERS

TO: DIRECTOR, FAMILY HOUSING

FROM: \_\_\_\_\_  
NAME RANK ORGANIZATION  
\_\_\_\_\_  
SSN HM PHONE WK PHONE

DATE OF REQUEST: \_\_\_\_\_

1. I am requesting permission to leave my quarters vacant for a period not to exceed 30 days. The following information is provided:

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DEPARTURE DATE

\_\_\_\_\_  
RETURN DATE

REASON/S FOR ABSENCE  
\_\_\_\_\_  
\_\_\_\_\_

I can be reached at the following address and phone number during my absence:

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

2. Before I leave my quarters I will agree to the following:

Please initial each:

- \_\_\_\_\_ Remove all pets from premises
- \_\_\_\_\_ Secure all doors and windows
- \_\_\_\_\_ Remove all perishable foods from the refrigerator
- \_\_\_\_\_ Turn the refrigerator dial to the lowest setting (Not Off)
- \_\_\_\_\_ During the winter set thermostat to 65 degrees
- \_\_\_\_\_ During the summer set thermostat to the OFF position
- \_\_\_\_\_ Arrange to have you mail held or forwarded by the US Post Office
- \_\_\_\_\_ Stop newspaper delivery
- \_\_\_\_\_ Call PMO to see if they can check the premises

3. I will make sure a responsible adult will take care of the upkeep of my quarters to include grass cutting. This individual will also serve as the emergency contact and must have a key. They must also reside in base housing. The name, address, and phone number of this individual caring for my quarters is:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
OCCUPANT SIGNATURE

\_\_\_\_\_  
DATE