



VACANT UNIT FORM

I, Owner: _____ intend to keep my unit address:

vacant starting on: _____ until _____.

Important and necessary reminders for Co-Owner who have a vacant Unit:

- Provide notice to the Berkshire Hathaway if your unit will be vacant for **30 days** or more
- Make sure the heat is set to 60 so pipes do not freeze and turn off the water at the main
- Assign someone to check on the Unit regularly
- Leave your key with a close neighbor or friend in case of emergency
- Assign someone to weed the exterior of your Unit

I can be reached regarding the vacant Unit at:

Mailing Address: _____

Email

Phone Number

Please complete the contact information below:

EMERGENCY CONTACT NAME(S):	
EMERGENCY CONTACT PHONE NUMBER(S):	
EMERGENCY CONTACT EMAIL ADDRESS(S)	
WHO HAS A KEY TO THE UNIT – NAME AND PHONE NUMBER:	
P.O.A OR EXECUTOR OF ESTATE:	
P.O.A OR EXECUTOR OF ESTATE PHONE NUMBER:	
P.O.A. OR EXECUTOR OF ESTATE EMAIL ADDRESS:	