

NOTICE OF EXTENDED ABSENCE

COMPLETE AND EMAIL TO USE VIA ONLINE PORTAL

To: _____

Tenant Giving Notice: _____

Date: _____

Premises: _____

I, the tenant below, pursuant to the lease agreement, do hereby give notice of our extended absence from the premises as follows:

I am departing the premises on _____ and returning on _____.

I will turn off the valves at the water lines of the washing machine, sinks and toilets on the date my departure. I understand that I must still comply with freeze warning procedures and any required yard maintenance. I will have access to my online portal account and will check for any incoming messages from you during my absence.

Signature

Date

___ (INITIALS) I emailed this form to Landlord via online portal on (*date*) _____