

# Oceanside Village Homeowners Association

## LEAVING TOWN?

This form is necessary for us to prepare for your weekly home inspection. We must have the following information on file to begin inspections.

Your Lot # \_\_\_\_\_ Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

**Dates:** I/We will be leaving and going to our summer address on \_\_\_\_\_ and returning to Oceanside Village on \_\_\_\_\_.

Summer Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Summer Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

\_\_\_\_ Please check if you DO NOT want your home checked by EMCM in your absence.

Would you like the water to your home shut off in your absence? \_\_\_\_\_

**Important Note:** If we do not receive this completed form, your water WILL NOT be shut off.

Will you be leaving lights on? \_\_\_\_\_

Hurricane Shutters Service is provided by: \_\_\_\_\_

My alarm is to be left ON \_\_\_\_\_ left OFF \_\_\_\_\_.

Security Company : \_\_\_\_\_

(If other than JI Security)

Emergency Contact: \_\_\_\_\_

(Name & Phone #)

Will you have any contractors or guests at your home while you are away? (i.e. housekeeper, etc.)

Please let us know if you have any changes in the information that we have on file. This form will remain in your file in the offices of Elliott Merrill Community Management.

**RETURN THIS FORM  
IN THE SELF ADDRESSED  
STAMPED ENVELOPE TO:**

**ELLIOTT MERRILL COMMUNITY MANAGEMENT  
835 20<sup>th</sup> PLACE  
VERO BEACH, FL 32960**

**THANK YOU!**  
*The Elliott Merrill Team*