

## WHEN YOU LEAVE FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TBE ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

AWAY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AWAY PHONE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ EXPECTED RETURN: \_\_\_\_\_

How do you want TBE communications sent: ☐ Mail ☐ Email

Current email address \_\_\_\_\_

**PROPERTY MAINTENANCE CONTACT WHILE AWAY:** (Please check work to be done in your absence) Owner is responsible for proper maintenance of home when away.

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Trimming of vegetation Yes \_\_\_ No \_\_\_ Clean home (exterior) if needed Yes \_\_\_ No \_\_\_

This form must be in our office when you're not in residence. If this form is not on file in our office, TBE will do necessary maintenance when needed at owner expense.

Please drop this form by mail, fax, or email or bring it to the office.  
Office hours: Monday, Tuesday, Thursday and Friday 8:30 AM to 12:30 PM

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