

UNOCCUPIED UNIT FORM

Please complete this form and provide it to Association Partners, Inc. a minimum of one week prior to leaving your unit unoccupied. Please remit this form to:

Forest Glen TH Association
c/o Association Partners, Inc. 25W560 Geneva Rd. Suite 16 Carol Stream, IL 60188
T (630) 653-7782 | F (630) 653-6894 | info@apimanagers.com

Owner Name(s): _____

Unit Address: _____

Off-Site Address: _____

Email Address: _____ **Cell # ()** _____

Dates Unit Will Be Unoccupied: _____

Is your unit being inspected weekly while you are away? Yes No

Primary Emergency Contact: This person must reside locally.

Name:	
Relationship:	
Cell Phone:	
Home Phone:	
Work Phone:	
Email:	
Home Address:	
Does this person have your key?	Yes <input type="radio"/> No <input type="radio"/>

Secondary Emergency Contact: It is recommended that this person also be local.

Name:	
Relationship:	
Cell Phone:	
Home Phone:	
Work Phone:	
Email:	
Home Address:	
Does this person have your key?	Yes <input type="radio"/> No <input type="radio"/>

UNOCCUPIED UNIT POLICY

Forest Glen Townhome Association

Units that are unoccupied for extended periods of time are subject to a variety of concerns that may arise within the unit and result in substantial cost to the owner and/or the association. Prior to leaving, please complete and provide the Notice of Unoccupied Unit to the management company.

The attached checklists are designed to assist you as you prepare to leave your unit unattended for two weeks or longer.

Although most of the following suggestions are quite obvious, the Board thought it would be helpful to remind owners and residents that it is imperative that all units are protected from development of mold, water damage, electrical problems, excessive water usage, etc.

Please use the following suggestions each time your unit is unoccupied for more than two weeks. It is very important for the safety of your unit as well as all the units in our community. Remember that we are all connected! One unit's problem easily becomes the problem of neighbors.

Kitchen Area:

- Turn off ice maker and empty ice tray.
- Throw out all perishable food in refrigerator and freezer.
- Make sure all dishes are clean --- including dishwasher. Run and empty dishwasher.
- Make sure garbage disposal is empty.
- Unplug and clean toaster, coffee maker and any other small appliances.
- Put all cooking utensils, cutting boards, etc. in drawers or cabinets.
- Throw out all trash and clean out trash container.
- Make sure there is nothing organic in cabinets and under sink (unless sealed).
- Wipe all counter tops and sink.
- Toss or take any unused food in open containers.

Other Areas:

- Unplug all TVs and cable.
- Close and lock all windows and doors, including patio slider.
- Empty and dispose of trash in all rooms.
- Turn off hot water heater.
- Set air conditioner at 80 degrees or heat at 60 degrees.
- Close all curtains and blinds.
- Make sure there is no water running (toilet, etc.).

Outside and Garage:

- Bring in all outside furniture and grills (make sure they are clean).
- Turn off lights in garage.
- Clean out any organic items in garage (recycling, food in refrigerator, etc).
- If car is left in garage, make sure it is locked.
- Turn off water to whole unit.

WEEKLY UNOCCUPIED UNIT INSPECTION
Forest Glen Townhome Association

This inspection should be completed by someone on a weekly basis in order to ensure that the unoccupied unit is properly maintained while owners are away. This service is not provided by Association Partners, Inc.

- Turn on water to unit.
- Flush all toilets.
- Turn on all tubs, showers and faucets for a few seconds.
- Run garbage disposals for a few seconds.
- Check all plumbing for any leaks.
- Check all doors, windows and ceilings for leaks.
- Make sure all doors and windows are locked.
- Look for rodent or insect infestation.
- Check temperature of unit and make sure air conditioner or heat is working.
- Look and smell for development of mold.
- Make sure all small appliances, TVs and cable are unplugged.
- Make sure all lights are off.
- Turn off water to unit.
- Check garage for leaks, lights, rodents, mold and insect infestation.