

MASSENA HOUSING AUTHORITY

TENANT ABSENCE REPORT

Tenant : _____

Unit/Address: _____

Length of Absence: From _____ To _____
(Date) (Date)

Address and phone number where we can contact you: Address: _____

Phone: _____

Is there anyone that has a key to your apt.
that will be taking care of your personal things? Y _____ N _____
If yes, list name and phone number:

Name: _____
Phone No: _____

Did you unplug all electrical
appliances (except stove & fridge) ? Y _____ N _____

Did you lock all windows & doors? Y _____ N _____

Did you set your thermostat at a
minimum of 60 degrees? Y _____ N _____

If you have an animal/pet, will you
be taking it with you? Y _____ N _____

Note: Please be advised that during your absence, our maintenance supervisor will be entering your apartment on a monthly basis to check the heat and plumbing for proper operation in order to avoid any potential damage to the property.

Tenant Signature: _____
Date: _____

Received by if verbal: _____
Date: _____

PLEASE COMPLETE AND RETURN TO THE ADMINISTRATIVE OFFICE
When you are going to be absent from your apartment for more than (10) days.