

ENTERED IN SARA SYSTEM BY/DATE: \_\_\_\_\_

ENTERED ON AWAY LIST BY/DATE: \_\_\_\_\_

SCANNED IN BATCH TO FINANCE: \_\_\_\_\_

**BROADMEAD RESIDENT AWAY INFORMATION SHEET**

Resident Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

Date/Time Leaving: \_\_\_\_\_ Date/Time Returning: \_\_\_\_\_

\_\_\_\_\_ I am on the "Old, before 2017" contract and must be away at least 7 days to qualify for the meal credit.

\_\_\_\_\_ I am on the "New, 2017" contract and must be away at least 15 days to qualify for the meal credit.

\_\_\_\_\_ **YES**, I would like a meal credit on my monthly invoice.

I understand that my meal plan allowance will be debited the cost of a meal \$10.60, for each day I receive a credit. I will receive a credit of \$4 on my monthly statement for each day I am away. See the Annual Schedule of Rates for details.

\_\_\_\_\_ **NO**, I do not want a meal credit

**Reason for absence:** Hospital admission \_\_\_\_\_ Temporarily on Hallowell \_\_\_\_\_ Off Campus \_\_\_\_\_

**How can we reach you while you are away?**

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

Phone: \_\_\_\_\_

**PLEASE REVIEW THE FOLLOWING AND CHECK THE APPROPRIATE OPTIONS THAT APPLY:**

\_\_\_\_\_ Routine services like housekeeping or maintenance may continue in my home while I am away and staff is authorized to gain access.

\_\_\_\_\_ No one is authorized to be in my home during my absence unless there is an emergency. I will continue services when I return.

\_\_\_\_\_ I have authorized the following individual(s) to access my home during my absence and have provided them with a key:

Name of authorized individual(s) \_\_\_\_\_

\_\_\_\_\_ I have a pet that will remain in my home during my absence and I have authorized the following individual(s) to access my home to care for my pet and I have provided them with a key:

Name of authorized individual(s) \_\_\_\_\_

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN POTENTIAL ENTRY INTO YOUR HOME DURING YOUR ABSENCE.**

Copies given to:

- Scan to Finance
- Copy Front Desk
- Copy Housekeeping