

# Resident Away Notice

Resident name(s): \_\_\_\_\_

Patio Home #: \_\_\_\_\_ Total # of residents away: \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Date Returning\*: \_\_\_\_\_

\*Please notify reception desk of any date changes.

Total # of days away: \_\_\_\_\_

Do you want Housekeeping? YES NO

Do you want your Sherwood Oaks monthly statement mailed to you? YES NO

If yes, list address:

\_\_\_\_\_  
\_\_\_\_\_

Contact Information while you are away:

Phone number where you can be reached in an emergency:

\_\_\_\_\_

Other pertinent information we need to know:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*if this is taken over the phone, print resident's name and sign with your initials.

Entered into computer - Date: \_\_\_\_\_

Copy to Housekeeping

Copy to Finance

Copy to Dining Services

Copy to Community Nursing

Original in top file drawer

Receptionist initials: \_\_\_\_\_