

# Putnam Hill Vacancy Notification

Use this form to notify the Managing Agent and Superintendent of a temporary or permanent vacancy in your apartment, or any vacancy exceeding 10 days. You may also report the vacancy directly to our Managing Agent, Sharon Montanaro by calling her office at 203 653-6534 or by email to sMontanaro@plazarealtymgmt.com.

Plaza Realty & Management Corp  
1010 Hope Street, Stamford, CT 06907

Many of our residents are away during the winter and leave an apartment un-occupied for a period of time. The Board is concerned that problems may develop, such as leaks, clogged pipes and terrace drains that can affect other apartments adjacent or below. The Shareholder/Tenant is responsible for damage within the unit and may be responsible for damage to other units as well. We also encourage you to contract a service provider to have your apartment and automobile checked on during your absence. Putnam Hill Apartments, Inc. can provide this service for an additional fee charged to your account.

Building:\_\_\_\_\_ Apartment: \_\_\_\_\_

## Tenant/Shareholder

Name:\_\_\_\_\_

Phone Number Away:\_\_\_\_\_ Cell:\_\_\_\_\_

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

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

**Vacancy Dates, from:**\_\_\_\_\_ **To:**\_\_\_\_\_

**During the vacancy the following may enter the apartment with keys and our permission to perform their services and will not need to be admitted by the Superintendent:**

Cleaning Person:\_\_\_\_\_ Frequency:\_\_\_\_\_

Other:\_\_\_\_\_ Frequency:\_\_\_\_\_

Other:\_\_\_\_\_ Frequency:\_\_\_\_\_

**Automobile(s)**

Auto #1: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

Indoor Parking: Building \_\_\_\_\_ Space No: \_\_\_\_\_

Outdoor Parking Location: \_\_\_\_\_

Auto #2: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

Indoor Parking: Building \_\_\_\_\_ Space No: \_\_\_\_\_

Outdoor Parking Location: \_\_\_\_\_

I have left the automobile keys with the Superintendent.

The Superintendent is requested to heighten surveillance of the apartment during this vacancy to the extent reasonable feasible, in order to keep the apartment as secure as possible. In the performance of such surveillance, the Superintendent and his staff may enter the apartment, as frequently as such tasks require in his sole discretion. The Superintendent and members of the staff are not responsible for thefts or damages to the apartment committed by third parties as a result of their compliance with their surveillance obligations.

Shareholder/Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Shareholder/Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_