

Cortland Farms Condominium Association

3020 Hawthorne Dr.
Bay City, MI 48706

EXTENDED ABSENCE FORM

Please complete this form before you leave and email to cortlandfarms@gmail.com or mail to Cortland Farms at the above address.

Name _____

Cortland Farms Street Address _____

Dates Away: _____

Phone number at which you may be reached: _____

Emergency Contact

Name _____

Phone number _____

Before you leave, please remember to:

1. Make sure your sump pump is in tiptop condition.
2. Turn your thermostat on your water heater to pilot.
3. Turn the water supply off in the basement above the meter.
4. Set the furnace thermostat to 60 degrees in winter.

While you are gone, please:

1. Have your home checked regularly.
2. Have a good time!