



# HERITAGE VILLAGE WEST

4100 66<sup>TH</sup> STREET CIRCLE WEST, BRADENTON, FL 34209

## HVW DEPARTURE FORM

(FILL OUT AND LEAVE AT OFFICE)  
PLEASE PRINT CLEARLY (2021)

DATE: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ NAME: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ APPROXIMATE RETURN DATE: \_\_\_\_\_

OTHER RESIDENCE ADDRESS:

\_\_\_\_\_  
(number and street and apartment)

\_\_\_\_\_  
(city)

\_\_\_\_\_  
(state)

\_\_\_\_\_  
(zip code)

OTHER RESIDENCE PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT PERSON WHO CAN REACH YOU IN AN EMERGENCY:

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(phone #)

ARE SPARE CONDO KEYS ON FILE IN THE OFFICE? YES \_\_\_\_\_ NO \_\_\_\_\_

WHO WILL CHECK YOUR CONDO WHILE YOU ARE AWAY FROM HVW?

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(phone #)

\_\_\_\_\_  
(email)

**IF YOU LEAVE A CAR AT HWW:**

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**(year)**                      **(make)**                      **(model)**                      **(color)**

**LICENSE PLATE:** \_\_\_\_\_  
**(state)**                      **(number)**                      **(expiration date)**

**WHO HAS YOUR CAR KEYS?**

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**(name)**                                      **(phone #)**                      **(email)**

**ANYONE STAYING IN CONDO DURING YOUR ABSENCE? YES \_\_\_\_\_ NO \_\_\_\_\_**

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**(name)**                                      **(phone #)**                      **(email)**

**PLEASE SIGN AND DEPOSIT IN THE MAIL SLOT OF THE CLUBHOUSE OFFICE.**

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**(signature)**                                      **(date)**