



# HERITAGE VILLAGE WEST

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

## HVW DEPARTURE FORM

(FILL OUT AND LEAVE AT CLUBHOUSE OFFICE.  
THIS FORM CAN BE LEFT AT THE OFFICE AHEAD OF TIME.)  
**PLEASE PRINT CLEARLY**

**DATE:** \_\_\_\_\_ **UNIT NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **OWNER:** \_\_\_\_\_ **RENTER:** \_\_\_\_\_

**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 VEHICLE AT HVW:**

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

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

**WHO HAS YOUR VEHICLE 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)



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## Reminders Before Leaving HVW For The Season

Even in these unstable times we need to attend to certain things pertaining to our units before we leave Heritage Village West for the season. Here are a few reminders that will help you secure your unit:

**DEPARTURE FORM** – It is vitally important for security of our community that we know which units are vacant during the summer months. Please fill out a **DEPARTURE FORM** and send it to DellCor Management; drop it off at the Clubhouse office; or email to [hello@heritagevillagewest.com](mailto:hello@heritagevillagewest.com). Departure forms can be found in the Clubhouse entrance or on the HVW website, [www.heritagevillagewest.com](http://www.heritagevillagewest.com), under the **FORMS** tab.

**TURN OFF WATER** – The exterior city water shut-off valve is mounted on a pipe in front of your unit. You must close the valve before you leave for the season. Additionally, contact the Bradenton City Water Department at (941) 708-6300 to turn off your unit's water supply at the meter. If you do not contact the Water Department, you will be charged water usage fees for the time your unit is vacant.

**ENTRANCE KEY** – Be sure to leave front door and lanai screen door spare keys at the HVW office. If you prefer, you can leave your keys with a neighbor and inform the HVW office who has keys to your unit. Insurance companies require vacant units be checked on a regular basis. In case of emergencies, knowing where keys are would allow first responders access to your unit.

**SELLING OR LEASING** – You must send DellCor the **APPLICATION FOR PURCHASE or LEASE** to request approval for the transaction. The form is on the HVW Website under the **FORMS** tab. New applications are assessed \$100 for a background check.



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## DEPARTING HVW CHECKLIST

- \_\_\_ **Stop at the office to leave your departure form.**
- \_\_\_ Fill out Mail Forwarding and Change of Address forms with US Post Office.
- \_\_\_ Empty refrigerator. Leave door ajar if you are turning off refrigerator.
- \_\_\_ Empty dishwasher.
- \_\_\_ Cup of vinegar in air conditioner.
- \_\_\_ Turn off washing machine water valves.
- \_\_\_ Turn off hot water tank inlet valve.
- \_\_\_ Flush toilets and be sure they fill before leaving.
- \_\_\_ Lock windows, shed door, and sliding glass doors.
- \_\_\_ Cover tub and shower drains with rubber stopper, mat or plastic wrap to prevent drain trap from drying out.
- \_\_\_ Turn off electric breakers (especially range and dryer) leave on the breaker for the outside lamp post.
- \_\_\_ Remove lint from the dryer filter.
- \_\_\_ Remove any packaged foods, especially pasta, grains, sugars and cereals. They attract and breed pests.
- \_\_\_ Set the air conditioner on "cool." Set humidifier at 60 degrees and the thermostat at 80 degrees.
- \_\_\_ Place vacuum cleaner bag in the garbage.
- \_\_\_ Remove garbage and recycling. Have a neighbor retrieve the containers after collection.
- \_\_\_ Stop newspaper delivery.
- \_\_\_ Call City of Bradenton Water Department at (941) 708-6300 to set date for water shut off.
- \_\_\_ Unplug lamps, TVs, night lights, and electrical appliances.
- \_\_\_ Remove batteries in electronic remotes.
- \_\_\_ Turn off the water valve outside front of your unit.
- \_\_\_ Lock your door as you leave.