



# HERITAGE VILLAGE WEST

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

## Reminders Before Leaving HVW For the Season

Following are a few reminders that will help secure your unit before leaving HVW for the season:

**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 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.

**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.