

Moreland Courts Condominium Association, Inc.

13415 Shaker Boulevard, Cleveland, Ohio 44120 Phone: (216) 751-1100 Fax: (216) 751-5744

MCCA RESIDENT OUT-OF-TOWN INFORMATION

Name: _____ Unit #: _____

Date: _____

I/we will leave on: _____ Hold Mail:* ☐ YES ☐ NO

And return on: _____ Deliver Mail to Unit on: _____

** Please note that the US Postal Service does not allow MCCA to have access to the master mailbox key. It is necessary for you to leave instructions for the mail carrier. **We suggest that you tape a notice, which we have attached to this form, to the INSIDE of your mailbox so that: 1.) it is clearly seen, 2.) does not get covered, and 3.) does not alert anyone but the mail carrier that you are away.** Otherwise, it will be up to the individual mail carriers to decide whether or not to bring the mail to the MCCA Management Office when your mailbox gets full.*

During this period, I can be reached at the following address, e-mail, and telephone, FAX or cell phone number(s):

Address: _____

E-mail: _____

Telephone: _____

FAX: _____

Cell Phone: _____

Any additional instructions: _____

In case of emergency, if I cannot be reached, please call or contact the following:
