**MCCA RESIDENT OUT-OF-TOWN INFORMATION**

Date:

Name: Unit #:

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 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, or cell phone number(s):

Address:

E-mail:

Telephone:

Cell Phone:

Any additional instructions\*:

\* Suspend my scheduled car wash □ YES □ NO

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

Moreland Courts Condominium Association, Inc.

13415 Shaker Blvd., Cleveland, OH 44120 ▪ 216.751.1100 ▪ www.morelandcourts.com