

Towne House Condominiums at Lido Beach

750-112C Lido Blvd.

Lido Beach, NY 11561

Tel: 516-432-6782

Fax: 516-432-5204

Email: townhslido@optonline.net

Website: www.townehouseatlido.com

Dear Residents:

Procedures for Being Away from the Property for any Length of Time

If you are leaving the Towne House for any length of time (especially snowbirds leaving for the winter), please follow the below guidelines before you leave the property:\

1. **Shut off your water and water heater (including the circuit breaker).**
 - a. If you don't have a water shut off valve in your apartment, you may want to have a plumber install one before you leave, to ward off any potential situations.
2. **Leave your heat on low**, so pipes in the apartment do not freeze.
3. **Outdoor Maintenance:**
 - a. "A" Units: Remove your hose from the spigot and make sure water is shut off.
 - b. "B" Units: Make sure your terrace doors are locked.
 - c. All Units: Secure outdoor furniture or anything that will be left outside for the winter (or bring it inside).
4. **Ask a friend or neighbor to be your "condo watcher", and periodically check your condo for any issues.**
5. **Move your car off the East or West Roadway to a Court Four Guest Spot.**
 - a. You should not leave your car in any parking spot on the East or West roadway if you will be away from the property for any length of time.
 - b. If there is a snowstorm, any cars that are left on the East or West roadway, impeding the snow cleanup will be towed.
 - c. Leave a set of car keys with your "condo watcher", in case of an emergency where your car would have to be moved (even if it is in a reserved court parking spot).
6. **If you do not have a designated "condo watcher", leave a copy of your key with the Resident Manager in the office in case of emergency. All keys are kept in a lockbox and are accessible only to the Resident Manager.**
7. **Fill out the Temporary (offsite) Address Change Form / Parking Form and return it to the office.**
 - a. This will allow us to reach you in the event of an emergency or if you would like to receive any condo information while you are away.

Thank you for your cooperation.

The Board of Managers
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TEMPORARY (OFFSITE) ADDRESS CHANGE FORM / Parking Form

If you are planning to be away for an extended period of time, please fill out the information on the below form and return it to the office. Please make sure you specify your phone number and email address in case the office needs to get in touch with you.

Today's Date:	
Name:	
Unit Number:	
Start Date For Temporary Address:	
Estimated Return Date (if permanent leave blank)	
Contact Phone Number	
Email Address	
Alternate or Temporary Address:	
My Vehicle(s) have been left in Court Four Plate # and Description	Please specify Car Make, Model, Color and License Plate(s) for each car left on the property

Please note that if you do not fill out this form, all condominium mail will be sent to your Towne House address only. If there is any change in the estimated return date, please contact the office so the information can be updated.

The Board of Managers
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