

ISLANDIA I CONDOMINIUM ASSOCIATION, INC.  
9550 SOUTH OCEAN DR.  
JENSEN BEACH, FL 34957  
Office 772-229-3591 Fax 772-229-3592

We are asking ISLANDIA I owners to provide the following information so the office may know how to contact you in the case of an emergency in your unit when you are not in residence. Your information will be retained in the office and not published for general dissemination.

NAME \_\_\_\_\_

UNIT # \_\_\_\_\_

AWAY ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AWAY PHONE # \_\_\_\_\_

ISLANDIA PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

WORK PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT:  
(NAME) \_\_\_\_\_

(PHONE #) \_\_\_\_\_

APPROVED  
GUESTS: \_\_\_\_\_

CLEANING PEOPLE \_\_\_\_\_

APPROXIMATE MONTH OF  
DEPARTURE \_\_\_\_\_

APPROXIMATE MONTH OF  
RETURN \_\_\_\_\_

### **OWNER CHECK LIST FOR CLOSING UNIT**

1. SHUT OFF WATER & BREAKER TO HOT WATER HEATER.
2. SET HUMIDISTAT TO 58 – 60 AND A/C TO 76 – 78
3. CLOSE SHUTTERS
4. OPEN CLOSET DOORS FOR CIRCULATION
5. SHUT OFF ICE MAKER IN REFRIGERATOR

NAME OF CARETAKER \_\_\_\_\_

CARETAKER'S PHONE NUMBER \_\_\_\_\_