UNIVERSITY OF CALIFORNIA, SAN DIEGO UCSD

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

SANTA BARBARA • SANTA CRUZ

LA JOLLA DEL SOL APARTMENTS P: (858) 587-1221 F: (858) 558-7136
COAST APARTMENTS P: (858) 558-2886 F: (858) 558-7136
MESA APARTMENTS P: (858) 822-3291 F: (858) 534-6189
ONE MIRAMAR P: (858) 822-3291 F: (858) 534-6189

DATE:_____

TO: **RSO Program Administration**
UCSD POLICE DEPARTMENT
FAX: (858) 534-6192

FROM: **[ ] LA JOLLA DEL SOL** **[ ] COAST APARTMENTS**
[ ] MESA **[ ] ONE MIRMAR**

RE: VACATION CHECK REQUEST

_____will be out of town beginning;
Name

_____and returning;_____.
Date Date

The above resident has requested that UCSD Police Department be notified of his/her absence and arrangements be made for a "Vacation Check" of their apartment located at

_____.

During this time period please remove all flyers and notices from the resident's door. Please write the building and apartment number (example: 8046-000) on the item and return to the leasing center through the mail slot.

Resident(s), please note*: A Vacation Check does not include the interior of the apartment. Resident Security Officers (RSOs) will only remove accumulated flyers and notices posted to your door. If you are expecting a package, you must make delivery arrangements with a neighbor, family member or friend. The La Jolla del Sol, Coast, Mesa or One Miramar Management Office will not retrieve packages left at your door step nor accept packages from couriers at the office.*

Additional Information: _____

_____

In case of an emergency please contact:_____.

Resident: _____ Date: _____

La Jolla del Sol/Coast/Mesa/One Miramar Representative:_____Date: _____
Thank you in advance, for your time and assistance, it is appreciated.

cc: Resident's File