

VACANT HOUSE CHECKS

REQUIREMENTS:

ALL QUESTIONS ON THE FORM MUST BE FILLED OUT.

REQUESTS FOR HOUSE CHECKS CANNOT BE TAKEN OVER THE TELEPHONE.

REQUESTS MUST BE PHYSICALLY DROPPED OFF AT THE PUBLIC SAFETY COMPLEX (OPEN 24 HOURS).

HOUSE CHECK IS VALID FOR NO MORE THAN 30 DAYS FROM START DATE.

HOUSE CHECK MUST BE FOR 3 DAYS OR LONGER.

HOUSES FOR SALE ARE NOT ELIGIBLE FOR HOUSE CHECKS.

HOUSE CHECKS CANNOT BE TAKEN IF SOMEONE IS STAYING AT THE HOUSE.

PERSONS DROPPING OFF A HOUSE CHECK WILL NEED TO SHOW A POSITIVE ID TO THE DISPATCHER.

HOMEOWNER IS REQUESTED TO CALL THE DISPATCH CENTER WHEN THEY RETURN HOME.

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COPY OF POSITIVE ID ATTACHED _____

PLEASE PRINT:

NAME _____

ADDRESS _____

PHONE NUMBER AT RESIDENCE _____

DATE LEAVING _____ **DATE RETURNING** _____

WHO SHOULD BE CALLED IN CASE OF EMERGENCY? _____

DESCRIPTION OF RESIDENCE _____

WHO IS AUTHORIZED ON PROPERTY? WHAT KIND OF CAR DO THEY DRIVE?

ANY VEHICLES IN THE
DRIVEWAY? _____

ANY VEHICLES IN THE
GARAGE? _____

LIGHTS ON TIMERS? YES _____ NO _____

LIGHTS ON ALL THE TIME? YES _____ NO _____

OUTSIDE LIGHTS? YES _____ NO _____

ANY
PETS? _____

IF HOUSE IS ALARMED, WHAT TYPE OF SYSTEM:

HONEYWELL _____ ADT _____ CENTRA-LARM _____ OTHER _____ NO ALARM _____

ALARM COMPANY PHONE NUMBER _____

NOTE: IF YOUR HOUSE IS ALARMED, THE POLICE DEPARTMENT WILL BE
RESPONDING TO ALL ALARMS AT YOUR RESIDENCE, WHILE YOU ARE AWAY. YOU
MAY WISH TO CONSIDER GIVING YOUR CODE TO ANY CLEANERS OR
CONTRACTORS WHO WILL BE AT YOUR RESIDENCE DURING YOUR ABSENCE.

HOMEOWNERS

SIGNATURE _____ DATE _____

TO BE FILLED OUT BY THE POLICE DEPARTMENT:

DATE AND TIME RECEIVED: _____

RECEIVED BY DISPATCHER _____

VP CARD TYPED BY _____

DATE TYPED _____