**Vacation Property Check Request**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Information:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | | | | | | | Address: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Departure Date: | | | | | |  | | | | | | | | | | | | | | | | | | | | | Return Date: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Primary Contact Phone #: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Cell phone? | | | | | | | | | | | Yes: | | | |  | | | No: | | |  |
| Secondary Contact Phone #: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Cell Phone? | | | | | | | | | | | Yes: | | | |  | | | No: | | |  |
| Email Address: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Destination: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Property Specifics:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description of Property: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Directions to Property: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there any hazards on/in the property that officers should be aware of? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes: | | |  | | | | No: | | |  | | |
|  | | | Description of hazard(s): | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is house number visible from the roadway? | | | | | | | | | | | | | | | | | | | | | | | Yes: | | | | | |  | | | | No: | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Name/house number on mailbox/sign? | | | | | | | | | | | | | | | | | | | | | | | Yes: | | | | | |  | | | | No: | | | | |  | | | | | | Both: | | |  | | | | | | | | | | | | | |
| Alarm system? | | | | | | | | Yes: | |  | | | No: | | | |  | | | | | Alarm Company: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Lights on? | | | | No: | | | |  | Yes: | | | | Constant | | | | | | | | | | | | Timer | | | | | | | | Motion | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | Location lights on: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vehicles left in driveway? | | | | | | | | | | | Yes: | | | | |  | | | No: | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | Vehicle descriptions: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Key Holder/Emergency Contact:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is anyone else watching your house? | | | | | | | | | | | | | | | | | | Yes: | | | | | | | |  | | No: | | | | | |  | | |  | | | | | | | | Keys? | | | | Yes: | | | |  | | | No: | | |  | |
| Name: | |  | | | | | | | | | | | | | | | | | | | | Phone #: | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this person willing/able to respond to your house if needed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes: | | | | |  | | | No: | | |  | | | | | | | | |
| What vehicle do they drive? | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Terms of Agreement:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. This VPC will be effective between the dates listed above or for a maximum of six months whichever is shorter. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. If you return before the listed end date you will notify the Jaffrey Police Department immediately. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. This agreement enables Jaffrey Police Officers to enter onto/into your property for the purpose of periodic security checks. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. This agreement does not constitute a guarantee that your property will be routinely checked. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I understand and agree to the terms of the agreement:** | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes: | | | |  | | | | No: | | | | | | |  | | | | | | | | | | | | | | | | | | |
| \*The signature block should be hand signed if this form is mailed or delivered in person to the Jaffrey Police Department.  \*\*Typing your name will be considered your signature if the form is submitted electronically. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hand Signature: | | | | | | |  | | | | | | | | | | | | | | | | | Typed Signature: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Date: | | | | | | |  | | | | | | | | | | | | | | | | | Date: | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |

**OFFICER’S SECURITY CHECK LOG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** | **Time:** | **Secure?** | | **Notes:** | **Officer Badge#/Signature** |
| **Yes** | **No** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |