

# REQUEST FOR VACATION HOUSE CHECK

ADDRESS \_\_\_\_\_ NAME \_\_\_\_\_

IN CASE OF EMERGENCY, MAY WE CALL YOUR CELL PHONE? IF YES, THE NUMBER IS \_\_\_\_\_

IF NO CELL NUMBER, IN CASE OF AN EMERGENCY, DO YOU WISH TO BE NOTIFIED BY COLLECT CALL?  YES  NO

PLEASE GIVE AN EMERGENCY CONTACT AND PHONE NUMBER: \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

TYPE OF PREMISES: Residence  Business  Other  \_\_\_\_\_

HAVE KEYS BEEN LEFT WITH ANYONE?  YES  NO IF YES, NAME(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

WILL ANYONE BE WORKING ABOUT OR HAVE ACCESS TO PREMISES DURING YOUR ABSENCE?  YES  NO

IF YES, NAME(S) \_\_\_\_\_

OTHER CONDITIONS/COMMENTS: \_\_\_\_\_

I REQUEST A SECURITY CHECK BE MADE OF MY PREMISES AND **AGREE TO NOTIFY THE EPHRATA POLICE DEPARTMENT OF MY RETURN.** I UNDERSTAND THAT MY PROPERTY WILL BE CHECKED ONLY AS WORKLOAD AND TIME PERMIT. I WILL NOT HOLD THE CITY OF EPHRATA OR THE EPHRATA POLICE DEPARTMENT RESPONSIBLE FOR ANY LOSS OR DAMAGE THAT MAY OCCUR TO MY PROPERTY BETWEEN THE DEPARTURE DATE AND THE RETURN DATE GIVEN ON THIS FORM.

SIGNED: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

## OFFICER'S HOUSE CHECK REPORT

DATE	TIME	STATE IF PREMISES WERE SECURED OR OTHER*	OFFICER'S INITIALS

\* If premises were unsecure or evidence of forced entry present, state if you entered and checked premises. If you found any evidence of vandalism or theft make separate report by telephoning the non-emergency Dispatch number, 762-1160.

