



Vacation Checklist

- Notify responsible neighbors or relatives of your itinerary and contact numbers. Choose a trusted friend or neighbor to be your representative while you are gone.
- Notify the department and alarm company about your schedule and leave your local representative's numbers as well as your away contact numbers (use the following form).
- Arrange to have the Post Office stop delivering your mail until you return, or arrange for it to be picked up regularly by your representative.
- Cancel all normal deliveries such as newspapers, or arrange for your representative pick them up.
- Ask a friend or relative to help you make your home look occupied. He or she should mow your lawn or shovel your walk, collect any brochures or information left on your door or in the yard, and open and close your drapes.
- Do not leave any easily stolen objects such as power mowers, garden hoses, lawn chairs, and bicycles in your yard.
- Hide all valuable or irreplaceable items (e.g., jewelry, computers, firearms, important papers, or checkbooks) in a safe place such as a safety deposit box or home safe. You could also leave them with a trusted friend or relative (check your insurance coverage). Make sure your home inventory is up to date and keep copies in separate safe locations.
- Unplug your garage door opener so that your garage doors are secure. Consider placing a padlock through the track for extra security.
- Consider moving your motor vehicle(s) to a different location until you return, or have your representative move them regularly to make it appear as if you are home.
- Avoid publicity about your trip until you return.

SOUTHWEST REGIONAL POLICE DEPARTMENT
VACATION HOUSE CHECK REQUEST

Date of Request: _____ Officer Signature: _____

Name: _____ Phone Number: _____

Address: _____

Date Leaving: _____ Date Returning: _____

Protected by an Alarm system? **Yes** **No** **If yes, type of Alarm:** _____

Name and Phone number of alarm company:

Lights on: **Yes** **No** **Constant?** **Yes** **No** **Automatic?** **Yes** **No**

I can be reached at: Name: _____

Address: _____ Phone Number: _____

The following person is authorized to enter and will be looking after my property, or in case of emergency, contact:

Name: _____ Phone Number: _____

Address: _____

This party has a key: **Yes** **No**

The undersigned does hereby grant and request that the Southwest Regional Police Department visually check upon the property listed above. The undersigned does hereby agree to hold harmless the Southwest Regional Police Department, it's employees, officers and/or agents for any claim for personal injury, loss or damage to property that may be suffered by the undersigned, through any action or lack thereof, by a representative of the Southwest Regional Police Department. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the department, and will be provided only as time is available, and no guarantee is made nor assurance given against loss, theft or damage to premises.

Signature of Property Owner

Date