



**Victor M. Celis**  
Chief of Police

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## Request for Vacation Check

**\*Please submit at least 5 business days prior to the date of your departure\***

### Requested By

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Address of Premises: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

### Premises and Contact Information

✓ Does anyone have permission to be in the home? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Name \_\_\_\_\_ Phone. \_\_\_\_\_  
✓ Does anyone have keys to the premises? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Name \_\_\_\_\_ Phone \_\_\_\_\_  
✓ In case of an emergency, who should we contact?  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
✓ Any lights left on? Yes \_\_\_\_\_ No \_\_\_\_\_ Location. \_\_\_\_\_  
Lights on Timers? Yes \_\_\_\_\_ No \_\_\_\_\_  
✓ Any Pets left at residence? Yes \_\_\_\_\_ No \_\_\_\_\_  
Location of Pets \_\_\_\_\_ Type of Pets \_\_\_\_\_  
✓ Do you have an Alarm System? Yes \_\_\_\_\_ No \_\_\_\_\_  
✓ Do you have Yard Care? Yes \_\_\_\_\_ No \_\_\_\_\_  
Name \_\_\_\_\_ Days \_\_\_\_\_  
✓ Have you made arrangements for your mail/newspaper? Stopped \_\_\_\_\_ Picked Up \_\_\_\_\_  
✓ Vehicles Left in Driveway? (Be aware there is a city ordinance against leaving vehicles parked on the street for prolonged periods)  
Vehicle 1 \_\_\_\_\_ Vehicle 2 \_\_\_\_\_  
Vehicle 3 \_\_\_\_\_ Vehicle 4 \_\_\_\_\_

– Any Additional Information?