



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?