

**VACATION HOUSE CHECK REQUEST**

Date : \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Cross Street: \_\_\_\_\_

Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

**(TWO WEEK MAXIMUM WITHOUT PRIOR AUTHORIZATION)**

Vehicles on premises: \_\_\_\_\_ Lic#: \_\_\_\_\_

\_\_\_\_\_ Lic#: \_\_\_\_\_

Protected by Alarm System: ( ) YES ( ) NO

If yes, type of alarm: Constant : ( ) YES ( ) NO Automatic ( ) YES ( ) NO

Pets in home? ( ) Yes ( ) No Name: \_\_\_\_\_ Type: \_\_\_\_\_

Name: \_\_\_\_\_ Type: \_\_\_\_\_

I can be reached at: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

This party has a key to the property: ( ) YES ( ) NO

**The undersigned does hereby grant and request the City and its Police Department to visually check upon the property listed above. The undersigned does hereby agree to hold harmless the City, its employees and agents for any and all claims 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 City. Further, the undersigned understands and agrees that this is a voluntary, free service, does not create a special duty upon the city, will be provided only as time is available, and no guarantee is made nor assurance given against loss, theft or damage to premises.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2004

By: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Identification of person making request verified by:

\_\_\_\_\_

