Fairfield Township Police Dept.
Form: PATR-03
05/06; Rev:01/13

VACATION HOUSE CHECK

CAD/VHC No: _____

The following information will assist our agency when performing random checks. Local emergency contacts are desired in the event we need to contact someone about the property. It is important that vehicle descriptions are provided for contacts, as well as any vehicles that are going to remain on the property. Likewise, please note if anyone is going to be checking on the property or permitted to be on the premises while you are away.

1	Home/Business Owner Name:		Address:	Phone No. (1)	Phone No. (2)
	Departure Date:	Return Date:	Location While Gone:		
	Lights on/Timer? ☐ Yes ☐ No	Describe:			
	Alarm Active? ☐ Yes ☐ No	Describe:		Alarm Company Name:	Alarm Co. Phone
	Describe Vehicles Remaining on Property:				
2	Emergency Contact Name:		Address:	Phone No. (1)	Phone No. (2)
	Checking on Residence? ☐ Yes ☐ No	Has Keys to Building(s)? ☐ Yes ☐ No	Contact's Vehicle-1 (color, make, model):	Contact's Vehicle-2 (color, make, model):	
3	Additional Contact Name:		Address:	Phone No. (1)	Phone No. (2)
	Checking on Residence? ☐ Yes ☐ No	Has Keys to Building(s)? ☐ Yes ☐ No	Contact's Vehicle-1 (color, make, model):	Contact's Vehicle-2 (color, make, model):	
4	Additional notes (animals, vehicles, lights, other descriptions, etc.)				

I acknowledge and hereby release the Fairfield Township Police Department, the Township of Fairfield, and its agents from any claims for damages sustained at the above-mentioned residence and agree not to hold them liable if damages do occur. I understand that any courtesy checks on the property will be random and are not intended to guarantee damage or crime from occurring.

Signature: X	***Please be sure to contact us when you return***

Checks (For Office Use)

Officer Last Name	Date	Time	Disposition	Officer Last Name	Date	Time	Disposition