

# Vacant Home Request Sheet

If you are leaving your home vacant for a weekend trip or for your winter getaway, don't forget to let your police department know. We will keep an extra eye on your home by randomly checking your doors to ensure the security of your home.

**Name of Home Owner \***

Name of person making request

**Address \***

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country / Region

This is the address of the building law enforcement will be watching while you are gone.

**Phone \***

 -  - 

### ### ####

Please leave a number where you can be reached in case of any problems

**Alternate Phone**

 -  - 

### ### ####

**Requester Email**

**Date Leaving \***

 /  / 

MM DD YYYY

**Date Returning \***

 /  / 

MM DD YYYY

## KEYHOLDER INFORMATION

A keyholder is a person who is watching your home while you are gone or a person who has a key to your home. They may be contacted by law enforcement to respond if there are any problems found.

**Name of Keyholder**

 

First

Last

This can be a person who has a key to your home that can let law enforcement in should there be any problems.

**Keyholder Phone Number**

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### ### ####

Information About Your Home

**Will there be any vehicles left behind at the home? If yes, please describe them and where they are located (driveway, garage)**

**Do you have lights on timers? If yes, please describe which lights in the home and what time they come on/off.**

**Are there dogs or cats in the home? If yes, please describe.**