

# Lee Police Department

## VACANT HOUSE CHECKS

Requests may be dropped off, emailed or called into the Police Department.

All questions on the form must be filled out.

House check is valid for no more than 30 days from start date.

House check must be for 2 days or longer.

Houses for sale are not eligible for house checks.

House checks cannot be taken if someone is staying at the house.

Homeowner is requested to call the Police Department when they return home.

**PLEASE PRINT:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER AT RESIDENCE \_\_\_\_\_

DATE LEAVING \_\_\_\_\_ DATE RETURNING \_\_\_\_\_

WHO SHOULD BE CALLED IN CASE OF EMERGENCY? \_\_\_\_\_

DESCRIPTION OF RESIDENCE \_\_\_\_\_

WHO IS AUTHORIZED ON PROPERTY? \_\_\_\_\_

WHAT KIND OF CAR DO THEY DRIVE? \_\_\_\_\_

ANY VEHICLES IN THE DRIVEWAY OR GARAGE? \_\_\_\_\_

LIGHTS ON TIMERS? \_\_\_\_\_ OUTSIDE LIGHTS? \_\_\_\_\_

ANY PETS? \_\_\_\_\_

IF HOUSE IS ALARMED, WHAT TYPE OF SYSTEM? \_\_\_\_\_

HONEYWELL  ADT  CENTRA-LARM  OTHER  NO ALARM

ALARM COMPANY PHONE NUMBER \_\_\_\_\_

**NOTE: IF YOUR HOUSE IS ALARMED, THE POLICE DEPARTMENT WILL BE RESPONDING TO ALL ALARMS AT YOUR RESIDENCE WHILE YOU ARE AWAY. YOU MAY WISH TO CONSIDER GIVING YOUR CODE TO ANY CLEANERS OR CONTRACTORS WHO WILL BE AT YOUR RESIDENCE DURING YOUR ABSENCE.**

HOMEOWNERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TO BE FILLED OUT BY THE POLICE DEPARTMENT:**

**DATE AND TIME RECEIVED:**

**RECEIVED BY:**