

Canceling Employee: \_\_\_\_\_

## **Rockwood Police Department**

## **Property Check Request Form**

Please "print" clearly and complete all applicable areas of the form.  ${\bf PARN: \frac{\_}{(To\ Be\ Completed\ by\ Police\ Dept.)}}$ Today's Date: \_\_\_ Month / Day / Year Address: Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_ Month/Day/Year Telephone No. \_\_\_\_ Directions to your property: Property Description: House Mobile Home Business Apartment Other Trim Color: \_\_\_\_\_ Main Color: Other Identifier: Will you be leaving any lights on?  $\square$  No  $\square$  Yes, --- If Yes, will they be:  $\square$  On Timers  $\square$  On Constant Specify in general the areas of your home? \_\_\_ Will there be any Vehicle(s) left in yard?  $\square$  No  $\square$  Yes, License Plate No. Color Make License Plate No. License Plate No. Make Color Is anyone responsible for your home during your absence? 
No ☐ Yes, \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_ Alternate Telephone: \_\_\_\_ Will anyone have access to your home during your absence? ☐ No ☐ Yes, \_\_\_\_\_ Address: \_\_\_\_\_ Alternate Telephone: \_\_\_\_ Alternate Telephone: \_\_\_\_ Address: \_\_\_\_\_ Alternate Telephone: \_\_\_\_ Alternate Telephone: \_\_\_\_ Is your home alarmed? ☐ No ☐ Yes Is it audible? No Yes Is it monitored?  $\square$  No  $\square$  Yes If Monitored, Name: Telephone No. In the event of an Emergency, do you wish to be contacted by telephone? \( \subseteq \text{No} \subseteq \text{Yes, at} \) Authorization: I hereby request that the Rockwood Police Department make periodic checks of my property, listed above. I agree to notify the Rockwood Police Department, "in person", as soon as possible upon my return. Signed: **Date:** \_\_\_\_\_ Cancelled by Owner: (Date) \_\_\_\_\_ (Time) \_\_\_\_ **Owners Signature:** "For Departmental Use Only" Receiving Employee: \_\_\_\_\_ (Be sure to draw PARN and enter at top of form)

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