

# Hampton Falls Police Department

## VACATION / VACANT PROPERTY CHECK FORM

**Please fill out all sections completely.**

Property Address:

Description of property: (style, color, garage, etc.):

If alarmed, name & phone number of alarm company, or local audible only:

Name and phone number of emergency contact person:

Special security features (sensors, timers, interior or exterior lights, etc.):

All names and all vehicles, with license plate numbers (including State), of persons authorized to be on the property (Please continue on back if needed):

The Hampton Falls Police Department will normally, as part of each check, physically check the exterior, and if found open or unlocked, the interior of your property, locking the unlocked door.

(Please **initial** your choice below)

Exterior and interior (as above) \_\_\_\_\_ Exterior only \_\_\_\_\_ Visual only \_\_\_\_\_

Do you want the police department to pick up and hold any packages that may be delivered to your residence while you are away? (Please **initial**) Yes \_\_\_\_\_ No \_\_\_\_\_

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Name of property owner:

Property owner cell phone & email address:

Vacation address & phone #:

Date & Time when leaving:

Date & Time when returning:

Please notify dispatch upon your return.

## **Property Check Requirements**

1. Requests for property checks cannot be taken over the phone. The form must be filled out by the property owner and may be dropped off, mailed, emailed or faxed. Sometimes the department may request in person drop off or follow up especially for first time property checks.
2. Property checks cannot be taken if someone is staying at the property.
3. Properties for sale are not eligible for property checks.
4. Property checks must be for 2 days or longer.
5. Property checks are valid for no more than 6 months without renewal.
6. Property checks should be received at least 24 hours prior to leaving.
7. Please lock all doors, windows and out buildings before leaving.
8. Property checks will be performed as call volume allows. Buildup of snow/ice or other unsafe conditions may not allow complete checks on each visit.
9. Please call with any questions or concerns (office:603-926-4619).
10. Property owner is requested to call 603-772-4716 (dispatch) upon their return.

Revised 9/17

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