



CITY OF KIRTLAND POLICE DEPARTMENT HOUSE CHECKS

NAME _____

ADDRESS _____ PHONE _____

REASON: VACATION _____ VACANT _____ OTHER _____

DATE/TIME LEAVING _____ DATE/TIME RETURNING _____

ALARM: YES _____ NO _____ ALARM COMPANY _____ PHONE _____

INTERIOR LIGHTS/TIMERS: YES _____ NO _____ LOCATION _____

Time ON and OFF _____

EXTERIOR LIGHTS YES _____ NO _____ LOCATION _____

Time ON and OFF _____

MAIL/NEWSPAPER FORWARD _____ STOPPED _____ P/U _____ N/A

VEHICLES IN DRIVEWAY _____ GARAGE _____

DESCRIPTION _____

ADDITIONAL REMARKS _____

ANYONE ON OR IN PROPERTY DURING ABSENCE? (landscapers, maintenance, neighbors, animal caretakers etc.)

YES _____ NO _____

DETAILS _____

WHO _____ WHEN _____ HOW LONG _____

ANY PETS AT HOME WHILE GONE YES _____ NO _____ DETAILS _____

EMERGENCY INFORMATION

KEYHOLDER NAME/INFO _____

ADDRESS _____ PHONE _____

VEHICLE INFORMATION: MAKE _____ MODEL _____ LICENSE PLATE _____ COLOR _____

OFFICE USE ONLY:

ZONE _____ DATE/TIME RECEIVED _____ NOTES _____

RECEIVED BY _____

DATE ENTERED INTO CAD _____