

Vacation Home Check Request

City of Lincoln Police Department

Your Vacation

Departure Date: _____

PD Map # _____

PD Log # _____

Return Date: _____

Homeowner/Resident Name(s) _____

Address: _____, Lincoln. Cross Street: _____

Telephones: Home _____, Cell _____, Vacation (if known) _____

Persons to contact in case of an emergency or problem at your home:

Name: _____ Phone/Cell Phone: _____/_____

Name: _____ Phone/Cell Phone: _____/_____

Name: _____ Phone/Cell Phone: _____/_____

Key holders: Which of the Above Have Keys to Your Home? _____/_____

Persons Authorized on Property: Name & Phone # _____/_____

Yard/Pool Care Company & Phone # _____/_____

Circle the Yes or No Response to the Following Questions:

Y	N	Does Anyone Else Have Keys to Your Home? Name & Phone _____/_____						
Y	N	Will Locked Gates Prevent Access to Front, Side or Back Yard Areas?						
Y	N	Address Visible on Home?						
Y	N	Outbuildings or Sheds On Property?						
Y	N	Newspaper Stopped?						
		<table border="1"><tr><td>Y / N</td><td>Lights or Radio Left On, or On Timers?</td></tr><tr><td>Y/N N/A</td><td>Outbuildings or Sheds Secured?</td></tr><tr><td>Y / N</td><td>Deliveries Stopped?</td></tr></table>	Y / N	Lights or Radio Left On, or On Timers?	Y/N N/A	Outbuildings or Sheds Secured?	Y / N	Deliveries Stopped?
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If Required, Who will Pick Up?: _____

Y	N	Any Vehicles Left on Property?: Describe w/License Plate # _____
Y	N	Alarm Installed?, If so: Company Name & Phone # _____/_____
Y	N	Pets on Property? Number: _____ Breed: _____ Name(s): _____
Y	N	*Will All Doors and Windows Be Closed and Locked on Home and Garage?

***There have been some changes to this program** so we may better serve Lincoln residents while providing for the safety of our personnel. We are unable to accept requests if the home has any of the following conditions: doors or windows are deliberately left open; temporary guests will be staying at the home; the home is "For Sale or Rent" and is unoccupied or may be shown by agents. We also need to limit the time period for our checks to 60 days per request as this service is not intended to cover second homes vacant for extended times. Home checks are done on a random basis as time and staffing permit. We cannot guarantee that a check will be made. This program should not be used in place of prudent home security methods, systems or devices. **If you change your dates of departure/return, or return early, please call our COPs office (916) 645-4081.**

Resident Signature _____ Date: _____

Submit Request Form to: **Lincoln Police Department**
Attn: COPs Office
640 5th Street, Lincoln, CA 95648

Or Fax to: **(916) 645-1106**
Attn: COPs Office

VHC Request Form - April 2007 (previous editions of this form cannot be accepted)

Additional Forms available from the Police Department, the City's web site at www.ci.lincoln.ca.us.

or the Police Department's web site at www.lincolnpd.org

If you have any questions, please call our Volunteer COPs Office at (916) 645-4081.