



# DUVALL POLICE DEPARTMENT

## VACATION NOTIFICATION FORM

**THANK YOU FOR LETTING US KNOW YOU WILL BE AWAY. WE ENCOURAGE YOU TO LEAVE A KEY AND A COPY OF THIS COMPLETED FORM WITH A TRUSTED FRIEND OR NEIGHBOR IF YOUR RESIDENCE IS GOING TO BE UNOCCUPIED FOR ANY SIGNIFICANT AMOUNT OF TIME. This should be someone who is able to immediately recognize if something looks unusual at your property. PLEASE LET THAT PERSON KNOW THAT IF THEY SEE ANYTHING SUSPICIOUS TO CALL 911 WITHOUT HESITATION!**

VACATION NOTIFICATION  VACANT HOUSE NOTIFICATION  PROTECTIVE DRIVE BY  
 I DO NOT HAVE A NEIGHBOR, FAMILY OR FRIEND AVAILABLE TO CHECK ON MY RESIDENCE AND NEED POLICE TO DO THIS.

NAME: \_\_\_\_\_ HOME# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL# \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATES OF CONCERN: FROM \_\_\_\_\_ TO \_\_\_\_\_

1. NAME OF PERSON WATCHING YOUR HOUSE WHILE YOU ARE AWAY: \_\_\_\_\_

NAME: \_\_\_\_\_ HOME#: \_\_\_\_\_ CELL#: \_\_\_\_\_

DO THEY HAVE A KEY? YES  NO

NAME OF ALTERNATIVE PERSON WATCHING YOUR HOUSE IF YOU ARE AWAY \_\_\_\_\_

HOME#: \_\_\_\_\_ CELL#: \_\_\_\_\_

DO THEY HAVE A KEY? YES  NO

2. NUMBER WE CAN REACH YOU (IF OTHER THAN YOUR CELL): \_\_\_\_\_

3. PROPERTY ALARMED? YES  NO  MOTION LIGHTS OUTSIDE? YES  NO

MONITORING COMPANY'S NAME & PHONE: \_\_\_\_\_

4. ANYONE STAYING AT OR SERVICING YOUR HOME (pet service, plant watering, etc.)? YES  NO

NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

5. WHICH INSIDE LIGHTS (IF ANY) WILL BE ON OR ARE ON TIMERS? DESCRIBE LOCATIONS AND TIMER SCHEDULE: \_\_\_\_\_

6. LIST AND DESCRIBE ANY VEHICLES THAT WILL BE PARKED OUTSIDE THE GARAGE BY YOU OR PERSON(S) STAYING THERE: \_\_\_\_\_

7. I.D. AND LIST ANY PET STAYING IN THE HOME: \_\_\_\_\_



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### PREPARING YOUR HOME FOR YOUR TIME AWAY

Before leaving, take time to prepare your home so that upon your return your vacation memories will not be ruined. The following precautions will help your family, friends and your Duvall Police Department to help YOU in case something unusual should arise:

#### Before You Leave Home:

- Plan your trip and give the itinerary with emergency phone numbers, and a key to a trusted friend or neighbor. Give them a copy of this completed form to help them know if something is out of place.
- Make arrangements for the care of your pets.
- EXPLAIN TO THEM THAT THEY ARE TO CALL 911 IMMEDIATELY IF THEY SEE ANYTHING UNUSUAL (unknown or unauthorized people at the house, anything that just doesn't look "right")
- Invest in exterior lights that have photocells; when the sun goes down the outside lights come on (use year round)
- Install good locks on your doors and windows and be sure to use them.
- If you have any firearms in your residence secure them in a safe or make other arrangements. Don't make it easy for a criminal to obtain firearms.
- Remove all exterior "hidden" house keys. A criminal can usually find keys left outside no matter how well you think you have hidden them.
- Make sure all valuables are engraved with your driver's license number and expiration date. At least take photos of the valuables in your residence and store them online.
- Make a record of your credit card and travelers check numbers and keep it in a safe place. Consider emailing scans of vital documents to yourself and trusted friend or family in case they become lost during your travels.
- Arrange for your trusted friend or neighbor to pick up your mail, packages and newspapers on a daily basis. You can also stop delivery of both for the time you will be gone.
- Make arrangements to have your lawns mowed and watered.
- Use timers for interior lights and radios. Make your house look "lived in."
- Consider registering your valuables at trackmole.com. It's free, easy, and secure. Only you will have access and the information will be there if anything ever happens to your property.
- Give your local law enforcement agency the dates that you will be out of town. As time permits, they will conduct extra patrols of your neighborhood.