



PO Box 128  
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## VACATION / HOUSE WATCH

Instructions: Complete each section of information. If a section does not apply, write N/A. Be sure to PRINT clearly.

STREET ADDRESS OF RESIDENCE: \_\_\_\_\_

RESIDENT'S LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

HOME NUMBER: \_\_\_\_\_ Work NUMBER: \_\_\_\_\_

DATE LEAVING: \_\_\_\_\_ TIME LEAVING: \_\_\_\_\_

DATE RETURNING: \_\_\_\_\_ TIME RETURNING: \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_

EMERGENCY CONTACT PERSON'S ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT PERSON'S PHONE: \_\_\_\_\_

PHONE NUMBER WHERE YOU CAN BE REACHED WHILE AWAY (be sure to include an area code) \_\_\_\_\_

WILL SOMEONE BE VISITING THE HOME TO CARE FOR PETS / PLANTS: \_\_\_\_\_

IF SO, WHO? \_\_\_\_\_

PET CARE PERSON'S ADDRESS & PHONE: \_\_\_\_\_

WILL THERE BE LIGHTS ON A TIMER? \_\_\_\_\_

IF SO, WHICH ROOMS? \_\_\_\_\_

DO YOU HAVE AN ALARM SYSTEM? \_\_\_\_\_

IF SO, WHO CAN RESET THE ALARM? \_\_\_\_\_

ALARM MONITOR'S PHONE NUMBER: \_\_\_\_\_

ANY OTHER DETAILS WE SHOULD KNOW DURING YOUR ABSENCE? : \_\_\_\_\_

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BEFORE LEAVING DID YOU: Close and lock your windows and doors, plan for newspaper pickup, plan for winter snow removal/summer lawn watering, leave you key with the responsible person, have the Post Office hold your mail?

**\*\*STAFF: Forward this completed form to the duty officer\*\***