



## Town of Westford Police Department

### House Check Request Form

#### House Check Policy

The Westford Police Department offers a free service to residents, where your home will be periodically checked by a police officer while you are away on vacation. This service is made available to residents where their property will be unoccupied and secured.

Certain restrictions will apply as follows:

1. Residence must be unoccupied for the duration of the requested check time.
2. Property must be maintained so officers will have safe access to the property (Ex. Driveway must be plowed in winter).
3. No one will be on the property during the duration of your house check request. (Ex. Contractors, relatives or friends feeding pets, watering plants, etc.).
4. **House check forms are valid for thirty (30) days.** After thirty (30) days, homeowner must call to confirm an additional thirty (30) day request.

#### Property Information

Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_ Westford, Massachusetts 01886

#### House Check Date(s) Requested

\_\_\_\_\_ *Date Leaving*

\_\_\_\_\_ *Date Returning*

Vehicles parked in driveway or garage Yes  NO  If Yes, List Below (Ex. Ford Explorer Ma. 123ABC Color: Red)

- |               |             |                     |             |
|---------------|-------------|---------------------|-------------|
| 1. Make _____ | Model _____ | Registration# _____ | Color _____ |
| 2. Make _____ | Model _____ | Registration# _____ | Color _____ |
| 3. Make _____ | Model _____ | Registration# _____ | Color _____ |

(Over)

Lights on Timers Yes  No

Alarm System Yes  No  Name of Alarm Company \_\_\_\_\_

Will the Alarm reset? Yes  No  Alarm Company Telephone: \_\_\_\_\_

Postal Mail Delivery Stopped Yes  No  Newspaper Delivery Stopped Yes  No

**Emergency Contact(s)/Key Holder to Property**

*Emergency contact must be local. This person must be authorized to allow police and fire to enter the property in the event of an emergency and secure the property if found to be unsecure for any reason.*

Name \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Address \_\_\_\_\_ Response Time? \_\_\_\_\_

Will this person have a key to the residence? Yes  NO  (Ex. Lives 2 streets over, 5mins.)

Name \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Address \_\_\_\_\_ Response Time? \_\_\_\_\_

Will this person have a key to the residence? Yes  NO  (Ex. Lives 2 streets over, 5mins.)

*This service provided in no way guarantees that your property will be safe from trespassing, break-in or vandalism. This service allows for the homeowner to have someone checking on their residence and to notify them if there is a problem or crime occurs at their residence. House checks will be done randomly during the daytime hours.*

*Requesting resident agrees to promptly notify the Westford Police Department should plans or dates change or if returning from vacation earlier than noted on this form.*

\_\_\_\_\_

Signature

Date & Time



**For Police Department Use Only**

Received & Entered by: \_\_\_\_\_ Date & Time: \_\_\_\_\_

(Dispatcher Name)

House Check # \_\_\_\_\_ \*\* Additional: 2<sup>nd</sup> Request-Date: \_\_\_\_\_ 3<sup>rd</sup> Request-Date: \_\_\_\_\_

4<sup>th</sup> Request-Date: \_\_\_\_\_ 5<sup>th</sup> Request Date: \_\_\_\_\_

Date & Initials

Date & Initials