



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, who has permission or access to enter the home, 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. I23ABC 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: _____
(Telecommunicator Name)

House Check# _____

** Additional: 2nd Request-Date: _____ 3rd Request-Date: _____

4th Request-Date: _____ 5th Request Date: _____

Date & Initials _____ Date & Initials _____

Date & Initials _____ Date & Initials _____