



Jefferson Township Police Department

William Craig

Chief of Police

VACANT HOME CHECK PROGRAM



GENERAL INFORMATION*****

1. **Name:** _____
2. **Address:** _____
3. **Phone #s:** Home: _____ Cell: _____ Other: _____
4. **Description of House** (i.e., red with white shutters) _____
5. **House location on the street** (i.e., third house on the left): _____
6. **Date Leaving:** _____ **Date Returning:** _____
7. **Address you will be staying at on vacation:** _____

SECURITY*****

8. Does your house have an **alarm**? Yes No **Type of Alarm:** Burglar/Intrusion Fire Other _____
9. Will the alarm(s) be **armed** while you are away? Yes No
10. Name & phone # of alarm company: _____
11. **Emergency Contact** name, address & phone #: _____
12. **Key Holder** name, address & phone #: _____
13. Will key Holder or any other person (i.e., pet sitter, contractor, housekeeper, etc.) be at the house **working or checking the house** while you are away? Yes No ***If Yes, list name(s), address(es) & phone number(s) of all such persons _____

LIGHTS*****

14. Will lights be left on? Yes No ***If Yes, list which rooms/floors lights are in (i.e., upstairs fam. room, downstairs den, back yard spot light, front post light). **INSIDE:** _____
OUTSIDE: _____
15. Are **lights on timers**? Yes No ***If Yes, list location & provide on/off times: _____

VEHICLES*****

16. **Cars** left at home? Yes No ***If Yes, list license plate, description and location of each vehicle _____

ADDITIONAL INFORMATION*****

17. Is there anything unusual about your house or property that officers should be aware of? (i.e., holes in the yard, floods during heavy rain, etc.)? _____

I am the owner and/or legal resident of the premises listed and I request a security check of those premises on the dates indicated. I also agree to notify the Jefferson Township Police Department upon my return to the premises.

Signature: _____ **Date:** _____

FORM MUST BE SIGNED AND DATED ABOVE. RETURN COMPLETED FORM TO POLICE HQ BY **ONE** OF THE FOLLOWING METHODS: **HAND DELIVERY, CLICK HERE TO EMAIL IT, OR FAX IT TO 973-697-8702. CALL 973-208-6151 WITH ANY QUESTIONS.**

Do Not Write Below This Line-Office Use Only

Remarks: _____

CHECK LOG

DATE CHECKED	BADGE #	DATE CHECKED	BADGE #	DATE CHECKED	BADGE #

Comments: _____

Returned Home Verification: Date: _____ **Time:** _____ **Badge #:** _____

OFFICERS: WHEN RESIDENTS RETURN HOME, RETURN FORM TO COMMUNITY SERVICES BUREAU

VACANT HOME CHECKLIST

1. Let trusted neighbors know you will be away. If you would like the Jefferson Township Police to check your home while you are away, you can fill out a Vacant Home Check form (which you can pick up 24/7 at police HQ, or you can access it on our home page at www.jeffersonpolice.com and drop it off at police headquarters, 1033 Weldon Road, Oak Ridge, NJ, fax it to 973-697-8702, or email it to jkratze@jeffersonpolice.com
2. Make your home look as lived-in as possible while you're away.
3. Never leave your house key hidden outside your home.
4. Stop all deliveries, or arrange for a neighbor to pick up your mail, newspapers, and packages.
5. Arrange for someone to mow your lawn, rake leaves, plow your driveway, and otherwise maintain your outdoor area to give your home a lived-in look.
6. Turn down the ringer on the telephone. An unanswered telephone is a dead give-away that no one is home.
7. Don't announce your absence on an answering machine messages.
8. Leave your blinds, shades and curtains in a normal position. Don't close them unless that is what you do when you are home.
9. If you leave a car home, park it as you normally would.
10. Be sure to close and lock the windows, doors, garage, and any sheds, barns, attic entrances, gates, etc.
11. Engrave all your valuables with your driver's license number. If possible, videotape the contents of your home. Be sure to keep the video and the list of valuables in a safe deposit box.
12. Set lights on timers to mimic your evening activity (e.g., Living Room/Family Room lights to go on at dark and off when you are headed to bed, bedroom light to go on after the Living/Family Room light goes off)