

Williamsburg Massachusetts - Police Department

Vacant Property Notification - Security Check Request

Completion of this form will notify the department you will be gone for a short period of time such as while on vacation or a business trip. This provides a means for the department to contact a person you designate in the event of an emergency while you are away.

Please be legible when completing this form

Street Name: _____ Street Number: _____

Visible from the road: *Y/N* - if *N* how do we find it? _____

Date Leaving: _____ **Date Returning:** _____

Will anyone be at the house while you are away: _____

Lights / TV / Radio on a timer _____

Any vehicles parked in yard _____ *anyone doing work while you are gone?* _____

Will anyone be watching the property for you? _____ Who _____

List Key Holder information below -

Name: _____ *Phone #* _____ *Relation* _____

Address: _____

Do you wish to be contacted in the event of an emergency? YES ___ NO ___

If so How? _____

I request the Williamsburg Police Department to check my property while I am away. I understand the Williamsburg Police Department is under no legal obligation to make security checks. I will not hold the Williamsburg Police Department, its employees or the Town of Williamsburg liable in the event of a loss while I am away. I understand this is a community service which is provided when and if time and budget allow. I will notify the Williamsburg Police Department of my return, upon my arrival in town.

Request made by: _____ Date: _____
Signature

Name(s): _____ **E-mail:** _____
Print

Address: _____

Local Phone #: _____ Cell Phone #: _____

Attach additional pages if there is more information you wish to provide.

*Return completed form to: Williamsburg Police Department 16 South Main St. – P.O. Box 172 – Haydenville MA 01039
Via mail or FAX to: Williamsburg Police Department – FAX 413-268-8411*