

# 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*