

TWO RIVERS POLICE DEPARTMENT
VACATION CHECK APPLICATION

Form to be filled out by resident. It is important to answer all the questions. Please return this form to the police department business office, 1717 East Park St., Two Rivers, WI 54241, or via fax to 793-5500. Questions? Call 686-7200 or email at: trpolice@two-rivers.org.

Owner/tenant's name: (Last) _____ (First) _____

Address: _____ (within Two Rivers city limits only) Zip: _____

Home phone # _____ Cell phone #(emergency only) _____

Away address (if applicable) _____ City _____ State _____

Date leaving _____ a.m. ___ p.m. ___ Date returning _____ a.m. ___ p.m. ___

Local key holder/emergency contact (name) _____ Phone _____

Vehicle in garage? Yes ___ No ___ If yes, license no. _____ Make _____ Color _____

Vehicle in driveway/carport? Y ___ N ___ License plate _____ Make _____ Color _____

Alarm system? Y ___ N ___ Any windows open? Y ___ N ___ Curtains/shutters open? Y ___ N ___

Lights left on? Yes ___ No ___ Days? _____ Night timers? _____ List location(s) below

Pets on premises? Inside _____ Outside _____ Dog(s) _____ Cat(s) _____ Other _____

Fences: Property fully fenced _____ Back yard only _____ Gate locked? Yes ___ No ___

Do you want the back yard inspected by the volunteers? Yes ___ No ___

Will there be any other vehicles/people on the premises during your absence? Yes ___ (list below) No ___

Are your residence numbers prominently displayed? Yes ___ No ___

Special information about the premises or situations that should be known during your absence:

I hereby authorize house checks to be conducted in my absence. I understand and acknowledge that a request for a house check pursuant to this program does not guarantee the safety or security of my property. I further acknowledge that the Two Rivers Police Department is in no way responsible for my property in my absence and that Explorer Patrol and Two Rivers Police may visually and/or physically inspect my premises during their patrols.

Signature _____ Date _____

(MUST BE SIGNED BY OWNER/TENANT)

Vacation Check Cancel Date _____ By _____

TWO RIVERS POLICE
DEPARTMENT

HOME VACATION
CHECK PROGRAM



TWO RIVERS POLICE DEPARTMENT
1717 EAST PARK ST.
PO BOX 87
TWO RIVERS, WI 54241
(920) 793-1191
www.two-rivers.org



KEEP YOUR HOME SAFE & SECURE WHILE YOU'RE AWAY

In the months before your departure:

- ◆ Repair broken doors and window.
- ◆ Install good quality locking devices on all exterior doors and windows.
- ◆ Complete and turn in the Vacation Check form.

Arrange for a trusted person to:

- ◆ Pick up your mail.
- ◆ Mow and water your lawn. Shovel snow.
- ◆ Pick up newspapers and circulars from your driveway, entry area, and yard.
- ◆ Feed your pets.
- ◆ Turn lights on and off if they are not on a timer or photoelectric sensor.
- ◆ If you have a burglar alarm, your contact person should know how to set and disable the alarm as needed. A loud false alarm during your absence will NOT be well-received by your neighbors!

A day or two prior to departure:

- ◆ Mow the lawn and trim the shrubbery.
- ◆ Store all ladders, tools, lawn equipment etc. in a locked storage shed or garage.
- ◆ Take valuables to your safe deposit box

On the day you leave home:

- ◆ Turn down the volume of your telephone ringer and answering machine so that they cannot be heard from outside the house.
- ◆ Make sure gas appliances are turned off.
- ◆ Unplug small appliances such as fans, toasters, and electric coffee pots.
- ◆ Set your electric timers to turn on some lights during the evening hours.
- ◆ If you leave a car in your driveway, park it up against the garage door. Make sure vehicle is locked and nothing is left visible inside.
- ◆ Bolt the garage door on the inside. Unplug electric garage door opener.
- ◆ Make sure all windows are locked.
- ◆ Leave a key and the phone number of where you can be reached with emergency contact person. The contact person should hold on to the key in your absence. The key should not be left in or near your own home where a burglar might find it, even in a hidden location.
- ◆ Just before you leave, walk around the house and make sure everything is secure. Remove any large items that could be used for access into a second story window.
- ◆ Enjoy your trip!

HOW THE PROGRAM WORKS:

Volunteers act as extra eyes and ears for the Two Rivers Police Department. As part of their duties they can be asked to provide additional patrol around your home while you are away.

At least one week before the start date of your vacation, you will need to complete a Vacation Check form and return it to the address on the form. Please complete all the questions on the form. You can call Lt. Shawn Engleman at 686-7200 with questions about the form or the program.

It is important to note that a house check pursuant to this program does not guarantee the safety or security of the property. Nor does it mean the Two Rivers Police Department is in any way responsible for the property in your absence. It just authorizes our volunteers and Two Rivers Police to visually and/or physically inspect your premises during their patrols.

Requesting vacation home checks is just one way to increase security while you are away. The information in this brochure will help you prepare for your absence. Some of the things should be done in advance and others can be done the day before or on the day of your departure.

Have a great vacation!