



CHIEF OF POLICE
Matt Jenkins

CITY OF HEALDSBURG

Police Department
 238 Center Street
 Healdsburg, CA 95448-4402
(707) 431-3377
 FAX (707) 431 - 3106

House Check Request Form

HOMEOWNER/ RESIDENT NAME(S)		PHONE	DEPARTURE DATE	RETURN DATE
ADDRESS	APT #	WHERE ARE YOU TRAVELING TO		

Type of Premise: Residential Business Other: _____

Will there be vehicles left in the driveway? Yes No

Color, Make, Model, License Plate: _____

Color, Make, Model, License Plate: _____

Color, Make, Model, License Plate: _____

Is the premise equipped with an alarm system? Yes No

Will any lights be left on? Yes No If so, are the lights on a timer? Yes No

Will any animals be left at the premise? Yes No If so, please describe: _____

Will a keyholder be available? Yes No

KEYHOLDERS NAME	KEYHOLDERS PHONE NUMBER
KEYHOLDERS NAME	KEYHOLDERS PHONE NUMBER

Who has permission to be inside or outside the premise:

FULL NAME	PHONE NUMBER
FULL NAME	PHONE NUMBER

In case of an emergency, who should we contact?

EMERGENCY CONTACT NAME	EMERGENCY CONTACT ADDRESS	EMERGENCY CONTACT PHONE NUMBER
EMERGENCY CONTACT NAME	EMERGENCY CONTACT ADDRESS	EMERGENCY CONTACT PHONE NUMBER

Additional information we should be aware of: _____

Note: The Healdsburg Police Department provides a house check service to residents who reside within the city limits of Healdsburg while away from their residence on vacation. The maximum duration of this service is 10 days per calendar year. House check requests more than 10 days will result in a fee of \$23.14 per day.

Officers will make a reasonable effort to check the perimeter of your residence once each day. It is our hope that these checks will prevent a problem from occurring at your residence. However, it is possible that other police activities and responsibilities will prevent daily checks.

Unfortunately, in most cases, the discovery of a problem may be after the fact. If a problem is discovered, we will make every attempt to identify the responsible(s) and notify the person you designated as your representative on the house check request form. Therefore, it is important for you to provide the name, address, and telephone number of a representative who is willing to respond with a key to your residence, if requested by a police officer.

The Police Department's agreement to provide this house check service will in no way suggest or imply a guarantee of special crime prevention measures at your residence.

REQUESTORS SIGNATURE	PRINTED NAME	TELEPHONE
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DEPARTMENT USE ONLY

DATE RECEIVED	DATE ENTERED	ENTERED BY
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