

# BERKELEY POLICE DEPARTMENT

## Vacation Watch Request Form



The Berkeley Police Department will conduct periodic security checks to all residents who will be away from home and has no one staying or checking on your home while you are away.

Please fill in the **Vacation Watch Request Form** to request this check, and drop it off at the Berkeley Police Department.

Homeowners please realize that the Police Department and the Village of Berkeley do not assume any liability from any loss or damage to your property during the specified period.

Taken By: \_\_\_\_\_ (*police only*)

**Start of checks:** \_\_\_\_\_ *Example: 05/12/14*    **End of checks:** \_\_\_\_\_ *Example: 05/19/14*

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of building:**     Residence    Business    Other

**Alarm system:**     No    Yes

**Alarm type:**     None    Audible    Silent

**Alarm Company:** \_\_\_\_\_

**Alarm Company phone:** \_\_\_\_\_

**Animals on premises:**     No    Yes

**Types of animals:** \_\_\_\_\_

**Lights left on:**     No    Yes

**Light times:**     No    Yes

**Authorized cars on premises:**

MAKE	MODEL	YEAR	COLOR	LICENSE NO.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**List of authorized people on premises:**  
\_\_\_\_\_

**Emergency contact:** \_\_\_\_\_

**Key to house:**     No    Yes

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Please provide any additional comments on the back of sheet. I understand that the Berkeley Police Department and the Village of Berkeley do not assume any liability from any loss or damage during the specified period and I waive and release them from any liability.

**Signed:** \_\_\_\_\_    **Date:** \_\_\_\_\_