



# Jefferson Township Police Department

1033 Weldon Road, Lake Hopatcong, NJ 07849 Phone: (973) 697-1300 Fax: (973) 697-7230

## VACANT HOME CHECK PROGRAM

**PLEASE NOTE THIS FORM IS GOOD FOR A MAXIMUM OF THREE (3) MONTHS. AFTER THAT, YOU MUST FILE A NEW FORM.**

**GENERAL INFORMATION**\*\*\*\*\*

- 1. **Name:** \_\_\_\_\_
- 2. **Address:** \_\_\_\_\_
- 3. **Phone #s:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_
- 4. **Description of House** (i.e., red with white shutters) \_\_\_\_\_
- 5. **House location on the street** (i.e., third house on the left): \_\_\_\_\_
- 6. **Date Leaving:** \_\_\_\_\_ **Date Returning:** \_\_\_\_\_
- 7. **Address you will be staying at on vacation:** \_\_\_\_\_

**SECURITY**\*\*\*\*\*

- 8. Does your house have an **alarm**?  Yes  No **Type of Alarm:**  Burglar/Intrusion  Fire  Other \_\_\_\_\_
- 9. Will the alarm(s) be **armed** while you are away?  Yes  No
- 10. Name & phone # of alarm company: \_\_\_\_\_
- 11. **Emergency Contact** name, address & phone #: \_\_\_\_\_
- 12. **Key Holder** name, address & phone #: \_\_\_\_\_
- 13. Will key holder or any other person (i.e., pet sitter, contractor, housekeeper, etc.) be at the house **working or checking the house** while you are away?  Yes  No \*\*\*If Yes, list name(s), address(es) & phone number(s) of all such persons \_\_\_\_\_

**LIGHTS**\*\*\*\*\*

- 14. Will lights be left on?  Yes  No \*\*\*If Yes, list which rooms/floors lights are in (i.e., upstairs fam. room, downstairs den, back yard spot light, front post light). **INSIDE:** \_\_\_\_\_  
**OUTSIDE:** \_\_\_\_\_
- 15. Are **lights on timers**?  Yes  No \*\*\*If Yes, list location & provide on/off times: \_\_\_\_\_

**VEHICLES**\*\*\*\*\*

- 16. **Cars** left at home?  Yes  No \*\*\*If Yes, list license plate, description and location of each vehicle \_\_\_\_\_

**ADDITIONAL INFORMATION**\*\*\*\*\*

- 17. Is there anything unusual about your house or property that officers should be aware of? (i.e., holes in the yard, floods during heavy rain, etc.)? \_\_\_\_\_

I am the owner and/or legal resident of the premises listed and I request a security check of those premises on the dates indicated. I also agree to notify the Jefferson Township Police Department upon my return to the premises.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FORM MUST BE SIGNED AND DATED ABOVE.** RETURN COMPLETED FORM TO POLICE HQ BY **ONE** OF THE FOLLOWING METHODS: **HAND DELIVERY**, [CLICK HERE TO EMAIL IT TO SHELLEY EBBINGHOUSER](#), OR FAX IT TO 973-697-8702. CALL 973-208-6151 WITH ANY QUESTIONS.

**Do Not Write Below This Line-Office Use Only**

Remarks: \_\_\_\_\_

**CHECK LOG**

DATE CHECKED	BADGE #	DATE CHECKED	BADGE #	DATE CHECKED	BADGE #

Comments: \_\_\_\_\_

**Returned Home Verification: Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Badge #:** \_\_\_\_\_

\*\*\*OFFICERS: WHEN RESIDENTS RETURN HOME, RETURN FORM TO COMMUNITY SERVICES BUREAU\*\*\*

VACANT HOME CHECKLIST

1. Let trusted neighbors know you will be away. If you would like the Jefferson Township Police to check your home while you are away, you can fill out a Vacant Home Check form (which you can pick up 24/7 at police HQ, or you can access it on our home page at [www.jeffersonpolice.com](http://www.jeffersonpolice.com) and drop it off at police headquarters, 1033 Weldon Road, Oak Ridge, NJ, fax it to 973-697-8702, or email it to [squenault@jeffersonpolice.com](mailto:squenault@jeffersonpolice.com)
2. Make your home look as lived-in as possible while you're away.
3. Never leave your house key hidden outside your home.
4. Stop all deliveries, or arrange for a neighbor to pick up your mail, newspapers, and packages.
5. Arrange for someone to mow your lawn, rake leaves, plow your driveway, and otherwise maintain your outdoor area to give your home a lived-in look.
6. Turn down the ringer on the telephone. An unanswered telephone is a dead give-away that no one is home.
7. Don't announce your absence on an answering machine messages.
8. Leave your blinds, shades and curtains in a normal position. Don't close them unless that is what you do when you are home.
9. If you leave a car home, park it as you normally would.
10. Be sure to close and lock the windows, doors, garage, and any sheds, barns, attic entrances, gates, etc.
11. Engrave all your valuables with your driver's license number. If possible, videotape the contents of your home. Be sure to keep the video and the list of valuables in a safe deposit box.