



Elburn Police Department

301 E. North St., Elburn, IL 60119
630-365-5070 630-365-5073 fax

House Check #

Vacation Check Registration

Resident information

Homeowner:	Home Phone #:	Departure Date:
Address:		Return Date:
Phone number(s) where you can be reached while you are away:		

Will a local person have a key to your home in the event of an emergency? If so, who:

Name:	Home phone #:
Address:	Cell phone #:

Lighting

Interior:	<input type="checkbox"/> Timer On	<input type="checkbox"/> Constant Light	<input type="checkbox"/> No lighting	
Exterior:	<input type="checkbox"/> Timer On	<input type="checkbox"/> Constant Light	<input type="checkbox"/> Motion Sensor	<input type="checkbox"/> No lighting
Details:				

Vehicles left outside your residence:

Color/Make/Model:	License #:
Color/Make/Model:	License #:
Color/Make/Model:	License #:

Pets left on site:

Will pet be left outdoors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type(s)/Name(s):
Will pet be left indoors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type(s)/Name(s):

Disclaimer / Waiver: I understand that the Elburn Police Department will not be responsible for any theft, loss or damage sustained to my personal or real property in or around my residence during my absence. By submitting this form, I understand and agree that the Elburn Police Department does not assume any liability with the residential vacation check. **I also agree to report in person to the Elburn Police Department before going home if I should return earlier than anticipated.** I understand that the Elburn Police Department will not consider any request without agreement to the disclaimer/waiver, which is indicated by my signature below.

Residents signature:

FOR OFFICE USE ONLY

Request Received by:	ID#	Date:
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VACATION CHECK REQUEST INFORMATION SHEET

Dear Elburn Resident,

We are pleased to be able to provide the service of checking your residence while you are away on vacation. There are a few facts of which you should be aware.

- Vacation checks are done by our officers as a courtesy and as time and manpower permits. Because our activity levels vary greatly we may not be able to check each home on a daily basis. The duration of the vacation check is to be no longer than six weeks.
- We will accept vacation check requests for residences only, but not under any of the following circumstances:
 - When someone will be living inside the residence.
 - When a home is vacant.
 - When a house is for sale.
- We recommend that you let your neighbors know that you are on vacation and ask that they watch your home and report any suspicious activity to police by calling 9-1-1. This suggestion is the basis for a successful Neighborhood Watch program.
- Please inform us if there is going to be a dog or other animal cared for outside your home. Our officers need to know this so that there are no surprise encounters which could be dangerous.
- The officers also need to know if anyone will be going inside to care for pets or plants, etc. A surprise encounter of a person inside your home could be hazardous to everyone.
- If you return home earlier than planned, please go to the police department first to report your return. **YOU MUST REPORT IN PERSON. WE DO NOT ACCEPT PHONE CALLS AS PROPER NOTIFICATION.**
- Please tell your neighbors that we will be checking your residence from time to time so that they are aware of the purpose of our visits.
- Please arrange for your premises to look lived-in while you are away. Such things as an uncut lawn, snow accumulation on driveways/sidewalk, and the accumulation of papers and mail tell a would-be burglar that he has found the right target.

The Elburn Police Department hopes that your vacation will be enjoyable for you. We hope that our services and suggestions will make your return uneventful.