

Date: \_\_\_\_\_



**Ross Township Police Department  
4055 Hamilton Cleves Rd.  
Fairfield, Ohio 45014**

**Vacation Home Check Request Form**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

**Lighting Conditions**

Timer: \_\_\_\_\_ On: \_\_\_\_\_ Off: \_\_\_\_\_

**Rooms or Outside Areas where Lights Left On**

Living Room: \_\_\_\_\_ Family Room: \_\_\_\_\_ Kitchen: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Garage: \_\_\_\_\_ Outside: \_\_\_\_\_

**Vehicles Left on Premises**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ LP#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ LP#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ LP#: \_\_\_\_\_

Do you have an alarm system? **YES / NO**      If YES, do you have a key holder? **YES / NO**

**Keyholder or Emergency Contact Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Is there currently any damage to your home's windows or doors that we need to be aware of? **YES / NO**

If YES, where is the damage? \_\_\_\_\_

# Vacation Home Check Information Sheet

## Ross Township Police Department

The Ross Township Police Department provides Vacation Home Checks for homes left temporarily unoccupied due to vacations, holidays and other specifically targeted absences. The Ross Township Police Department does not guarantee any specific hours for the check and in no way does the check mean a residence will not be burglarized, vandalized, or involved with other criminal activity.

### To qualify for a Vacation Home Check the following must be met:

1. The information sheet must be filled out in person at the Ross Township Police Department or if submitted on-line the information must be verified prior to the vacation home check being authorized. This information must be requested by an adult who lives at the residence.
2. The information sheet must be completely filled out. Any missing information will disqualify the request authorization.
3. The residence must be left completely unoccupied. If children, friends, or neighbors are permitted to reside inside the home we will disqualify the home from this program. The Ross Township Police Department will strive to check your home on an average of once every 24 hours, workload permitting.
4. Reasonable efforts will be made to contact you or your designee in case of emergencies, but the Ross Township Police Department assumes no liability if you or your designee are not reachable.
5. The Ross Township Police Department strongly encourages you to eliminate signs of absence. We recommend that you:
  - **suspend newspaper and U.S. mail service.**
  - **have someone pick up your circulars.**
  - **have someone mow your lawn (if away for an extended time).**
  - **put your lights on a timer.**
6. Please notify the Ross Township Police Department upon your return.

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I have read and understand the above guidelines and I agree to hold Ross Township and the Ross Township Police Department harmless for any loss incurred while the Vacation Home Check is in effect.

Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Ross Township Police Department

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Cancelled By: \_\_\_\_\_

Date: \_\_\_\_\_