

COLLINGSWOOD POLICE DEPARTMENT

434 Haddon Avenue · Collingswood, NJ 08108

Dispatch: (856) 854-1900

Station: (856) 854-1901

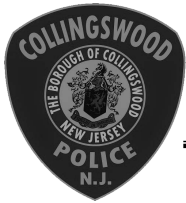
Fax: (856) 854-9356

VACATION HOUSE CHECK INFORMATION SHEET

Vacation House Check is a community-wide service provided by the Collingswood Police Department. Upon completion of the attached Vacation House Request Form and acceptance into the program, your house will be checked periodically, as staffing allows, during the vacation time specified on the request form.

As part of the program, you will receive the following services: Check the perimeter of your home, i.e., locked doors and windows, closed garage door(s), including your backyard (if accessible). If a problem is noted, we will contact the emergency contact listed on the request form.

If you have any questions, please call the Collingswood Police Department at (856) 854-1901, Ext. 0.



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PREPARING YOUR HOUSE FOR VACATION

A vacation away from home should be a pleasant experience for you and your family. Returning to a home that has been broken into is a very unpleasant homecoming. Your vacation will be more enjoyable and carefree when you know your home is secure. This information is designed to help you protect your home by following a few simple safety tips. Some of the tips should be done well in advance of leaving on your trip; others can be done a day before or the day you leave.

ONE MONTH PRIOR TO DEPARTURE

- Repair broken doors and windows.
- Install good quality locking devices on all exterior doors and windows (if you haven't already done so). The Crime Prevention Unit can assist you by conducting a "home security survey" and making suggestions on how you might secure your home. Call (760) 839-4961 for an appointment.
- Come to the Collingswood Police Department and request a "Vacation House Check." Fill out the form and return it to the Collingswood Police Department.

Notify a neighbor or friend in advance to:

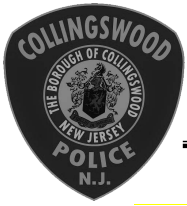
- Pick up your mail.
- Mow and water your lawn (if you will be out-of-town for an extended time).
- Pick up newspapers and circulars from your driveway, entry area and yard.
- Feed your pets.
- Turn lights on and off for you, if they won't be set on a timer or photoelectric sensor.

A DAY OR TWO PRIOR TO DEPARTURE

- Mow the lawn and trim shrubbery. Shrubs and hedges should be trimmed to below windowsill height. Trees should be trimmed to six feet above the ground for increased visibility by your neighbors.
- Store all ladders, tools, lawn equipment, etc. in a locked storage shed or garage.
- Take your valuables (expensive jewelry, important documents) to the bank safe deposit box.

DAY OF DEPARTURE

- Turn down the volume of your phone so it can't be heard from the outside. Don't leave a message on your answering machine that you will be out-of-town.
- Unplug small appliances such as fans, toasters, and electric coffee pots.
- Set electric timers to turn on and off lights during the evening hours. Consider installing timers in the living room/family room area and in one or more bedrooms to go on and off during the evening.
- If you leave a car in your driveway, park it up against the garage door. Make sure the vehicle is locked and all valuables are out of sight.
- Bolt the garage door from the inside. Unplug the garage door opener or switch it to vacation mode. D
- Make sure all doors and windows in your home (including two-story) are closed and locked securely. D
- Leave a key and the phone number where you can be reached with your Emergency Contact person.
- Just before you leave, walk around the outside of your home and double-check to make sure everything is secure. Remove any large items that could be used to access second story windows.
- Turn off water to washer and turn water heater down to a low/vacation setting.



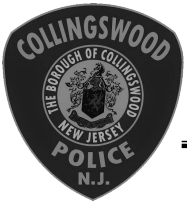
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VACATION HOUSE CHECK FORM

Departure Date	Time	Return Date	Time
Resident's Name	Address		Phone Number
Zip Code	Nearest Cross Street	Parked vehicles in driveway? Y N	License Plate Number(s)
Alarm? Y N	If yes, alarm company name		Phone Number
Gardener? Y N	If yes, name of company	Phone Number	Work Days
Maid? Y N	If yes, name of company	Phone Number	Work Days
Deliveries stopped? Y N	If no, what deliveries continued?	Responsible Phone Number	Phone Number
Mail stopped? Y N	Newspaper stopped? Y N	If no, who is responsible for pickup?	
Dog on premises? Y N	If yes, location of dog (inside or outside)		
Radio left on inside of house? Y N	Lights on? Y N	Where?	Gates secured? V N
EMERGENCY CONTACT INFORMATION			
1st Emergency Contact name Address		Home Phone Number	Work Phone Number
Relationship		Has house key? Y N	
2nd Emergency Contact name Address		Home Phone Number	Work Phone Number
Relationship		Has house key? Y N	
Comments or Special Instructions			
Request Taken By			Date



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VACATION HOUSE CHECK WAIVER FORM

I, _____ OWNER/TENANT, residing at

_____, hereby give permission to the Collingswood Police Department to

periodically check, as staffing allows, the exterior of my property at between the dates of

_____ and _____. I exonerate the Collingswood Police Department from

any liability due to damage to my property (home, vehicle(s), etc.) while I am away from my home.

Signature of Owner/Tenant

Date _____

Witness _____

Title