



## Rockford Department of Public Safety Vacation House Check

Vacation House Check is a service provided by the Rockford Department of Public Safety using our Volunteer Services Unit (VSU) and is designed for peace of mind when away from your home for an extended period of time. VSU will check the outside of your house for any signs of suspicious activity such as open doors or broken windows. Any situation that needs immediate attention will be addressed by a Rockford Department of Public Safety officer.

Complete this form and email to [grobins@rockford.mi.us](mailto:grobins@rockford.mi.us) You may also drop it off in person or mail it to Rockford Department of Public Safety, 7 S. Monroe St, Rockford, MI, 49341.

Today's Date: \_\_\_\_\_

Name of Requestor/Homeowner: \_\_\_\_\_

Address to be checked: \_\_\_\_\_

Phone: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

In case of emergency, can you be reached? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list your contact number(s): 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Do you have an emergency contact if you cannot be reached? Yes \_\_\_\_\_ No \_\_\_\_\_

Will this individual have keys to the residence? Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

### PROPERTY INFORMATION

Vehicles left at your residence: Make/Color/Location \_\_\_\_\_

Lights: \_\_\_\_\_

Alarms: \_\_\_\_\_

Will anyone be working on or have access to your home during your absence?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list names: \_\_\_\_\_

If yes, list vehicles: \_\_\_\_\_

- VSU will **NOT** retrieve your mail and hold it. Make sure you contact the U.S. Postal Service to hold or forward your mail.
- Arrange for snow and/or ice removal from your sidewalk. Owners may be cited if snow and/or ice is not removed in a timely manner as outlined in Sec. 4.2H(j)(k) of the Rockford City Ordinances.
- If your plans change and you return home ahead of schedule, please notify the Rockford Department of Public Safety at 616.866.9557 so the vacation house check can be stopped.

\*\*\*\*\*For Office Use Only \*\*\*\*\*

Complaint No.: \_\_\_\_\_

File Class: 98003