

# Columbia City Police Department

*In Columbia County on the Columbia River*



## Vacation / Premise Check Request Form

As a service to the citizens and businesses of Columbia City, the Columbia City Police Department will perform vacation or premise checks on your house or place of business at your request. Please complete both pages and sign at the bottom of the form.

**\*\* You must bring this form to City Hall to submit it so we can verify the requestor \*\***

Print Name(s):	Home Phone:
Address of request:	
When should premise checks begin? Date/Time Leaving:	Date/Time Returning:
<b>** If your departure or arrival times change, be sure to notify us **</b>	
Location and contact number of where <b>you</b> can be reached:	
Name and contact information of person(s) taking care of house:	
Type of check requested (mark one):  <input type="checkbox"/> Drive-by visual check  <input type="checkbox"/> Security Check (doors & windows) Front Yard  <input type="checkbox"/> Security Check (doors & windows) Front and Back Yard	Time requested (mark all that apply):  <input type="checkbox"/> Daytime <input type="checkbox"/> Nighttime  If requesting a security check, have you or will you inform neighbors that police will be <b>physically checking</b> your property?  <input type="checkbox"/> Y <input type="checkbox"/> N

Describe vehicles on your property which will be left outdoors while you are gone (License Plate, Make, Model, Year, Color):	
Do you have an alarm system? <input type="checkbox"/> Y <input type="checkbox"/> N	If monitored, name and phone for alarm company:
Is the alarm system monitored? <input type="checkbox"/> Y <input type="checkbox"/> N	
List locations of any broken doors or windows:	List locations of any torn screens:
Are any indoor/outdoor lights on timers? <input type="checkbox"/> Y <input type="checkbox"/> N If so, where are they and when do they turn on?	Will any indoor/outdoor lights be left on? <input type="checkbox"/> Y <input type="checkbox"/> N If so, where are they?
List any pets which will be in the house or yard (especially dogs):	Person and contact information of caregiver for pets:
Entering buildings (please initial one):  <input type="checkbox"/> Police have permission to enter buildings to check on condition should a problem arise (if the doors are still locked, we will attempt to contact listed caretakers for a key)  <input type="checkbox"/> Police should first contact me or a caretaker to get permission to enter any buildings.  <input type="checkbox"/> Police do not have permission to enter buildings.	
Any other related details?	

The undersigned does hereby grant and request that the Columbia City Police Department check the property listed above. The undersigned does hereby agree to hold harmless the City of Columbia City, its employees and agents for any claim for personal injury, loss, or damage to property that may be suffered by the undersigned, through any action or lack thereof, by a representative of the City of Columbia City. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the City and will be provided as time and personnel are available. No guarantee is made nor assurance given against loss, theft, or damage to premises.

\_\_\_\_\_  
Signature of Homeowner/Renter

\_\_\_\_\_  
Date

Office use only:

Received by/date: \_\_\_\_\_

Entered into system on/by: \_\_\_\_\_