



Notice of Temporary Vacancy

(Please Type or Print)



Address: _____

Occupant: _____

Requested By: _____ Phone: _____

Reason for Request: Premises Vacant Vacation Other

Dates Requested: From _____ To _____

Type of Premise Residence Business

Is Premise Alarmed? No Yes If Yes, Type? _____

Person(s) Who Can Reset Alarm: Name: _____

Address: _____

Phone No(s): _____

Lights: Constant Timer(s) No Lights

Timers: Outside: Front On _____ Front Off _____

Rear On _____ Rear Off _____

Inside: Upstairs On _____ Upstairs Off _____

Downstairs On _____ Downstairs Off _____

Newspaper Stopped? Yes No Mail Stopped? Yes No

Keys Left With: Name: _____

Address: _____

Phone(s): _____

Will Any Vehicles Be Left At The Premise?

Year _____ Make / Model _____

Color _____ License Tag _____

Year _____ Make / Model _____

Color _____ License Tag _____

In case of an emergency, do you want to be notified by collect call? Yes No

Name:

Address:

Phone(s):

Are you leaving any pets at the residence? Yes No

Type of pet(s): _____

Is anyone going to be checking on them? Yes No

Name: _____

Address: _____

Phone(s): _____

Local Person(s) to Notify in Case of an Emergency:

Name: _____

Address: _____

Phone(s): _____

Name: _____

Address: _____

Phone(s): _____

Would you authorize the police to enter your premises should a potential threat arise in the area and/or involving your premises? Yes No

I understand that this request is to notify the Whitehall Division of Police that my residence / business will be temporarily vacant, and that no routine physical check will be made of the premises unless an emergency situation exists at that premises or in the immediate vicinity.

I also understand that this notification imposes no special responsibility upon the Whitehall Division of Police for the security of my residence / business during my absence.

Homeowners / Business Owners shall save and hold the City harmless for any and all loss or damage caused to property or to a third party as a result of this agreement or any act performed under the color of this agreement.

Authorized Signature _____ Date _____

Printed Name _____

Please call the Whitehall Division of Police at (614) 237-6333
to cancel this request upon your return.