



Santa Cruz Police Department  
Volunteer Program



**VACATION CHECK REQUEST**

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

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

Nearest Cross Street: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_

In Case Of Emergency: Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Does this person have a key to the residence? Yes \_\_\_\_ No \_\_\_\_

Arrangements made for holding: Mail \_\_\_\_ Newspaper \_\_\_\_

Persons and Service Personnel authorized to be on the property:

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

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

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

Pet(s) on property? Yes \_\_\_\_ No \_\_\_\_ Alarm system activated? Yes \_\_\_\_ No \_\_\_\_

*(If a dog is staying in the backyard, the Police Volunteers will not enter this area)*

Will the backyard be left accessible for inspection? Yes \_\_\_\_ No \_\_\_\_

Exterior or Interior Lights left on, or on timers? Yes \_\_\_\_ No \_\_\_\_

Will any windows be left partially open? Yes \_\_\_\_ No \_\_\_\_ If so, which one(s) \_\_\_\_\_

Vehicles left on the property (Description & License Plate Numbers):

Make/Model: \_\_\_\_\_ License: \_\_\_\_\_

Make/Model: \_\_\_\_\_ License: \_\_\_\_\_

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**Additional Information & Special Instructions (such as home service providers dates & times, special hazards,  
dangerous or special circumstance to be aware of):** \_\_\_\_\_

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**Vacation Check Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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