Vacation House Check Request
(Must be filled out and submitted in person with valid identification)

At your request, and as time and staffing allow, Bainbridge Island police officers will periodically check the exterior of your home while you are away for between three (3) and thirty (30) days. Vacation house checks include a perimeter check and a physical or visual check of all doors and windows. Exterior areas of your home that are not accessible will not be checked. In the event of an emergency, we will make every attempt to contact you or the person you specify. This security check in no way guarantees that your property will be safe from vandalism or burglary but provides us with contact information and other pertinent facts if a crime should occur. This service is designed to be temporary and will automatically be discontinued at the end of 30 days.

You are not eligible for this service if your house is unoccupied and under construction, unoccupied and listed for sale or rent, or if you have hired or appointed other persons to periodically be there (groundskeepers, house cleaners, house-sitters, family members, pet caregivers et cetera).

PLEASE PRINT – INK ONLY

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Zip</td>
</tr>
</tbody>
</table>

Depart Date/Time  | Return Date/Time  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you come home earlier than stated, please notify BIPD immediately at 842-5211!</td>
<td></td>
</tr>
</tbody>
</table>

Does your home have an alarm system?  
☐ Yes  ☐ No

Company Name: ___________________________  Phone: ___________________________

It is best if you leave your door screens unlocked so doors can be checked. Are they  
☐ Locked  ☐ Unlocked

Might your alarm go off if doors are firmly checked?  
☐ Yes  ☐ No  ☐ Not Applicable

Any windows intentionally left open?  
☐ Yes  ☐ No  If yes, where? ___________________________

Lights On?  
☐ Yes  ☐ No

Timer(s)?  
☐ Yes  ☐ No

Radio Left On?  
☐ Yes  ☐ No

Describe any Vehicles on the Property (do not Include Vehicles in Garage):

<table>
<thead>
<tr>
<th>Vehicle #1: Make/Model</th>
<th>Color</th>
<th>License Number/State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle #2: Make/Model</td>
<td>Color</td>
<td>License Number/State</td>
</tr>
</tbody>
</table>

In Case of Emergency Contact Name  
Phone  
Address  
City/ST/Zip

I understand that house checks will be performed only as staffing and time permits. My signature below releases the City of Bainbridge Island of any liability related to loss of property or damage that may occur during this time period.

Signed: ___________________________  Date: ________  Time: ________

Updated 11/20/18
Protecting Your Home
While You’re Away

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.

**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.
- Register for a “Vacation House Check” with the Bainbridge Island Police Department.
- Arrange for your mail and papers to be stopped or forwarded.

**A DAY OR TWO PRIOR TO DEPARTURE**

- Mow the lawn and trim shrubbery.
- Store all ladders, tools, lawn equipment, etc. in a locked storage shed or your garage.
- Take your valuables to your bank safe deposit box.

**ON THE DAY OF DEPARTURE**

- Turn down the volume of your land-line so it cannot be heard from outside the house.
- Make sure gas appliances are turned off.
- Unplug small appliances such as fans, toasters, and electric coffee pots.
- Set timers or program your home security system to activate lights for evening hours.
- When leaving a vehicle in the driveway, park it against the garage door and make sure it’s locked.
- Bolt the garage door from the inside and unplug your electric garage door opener.
- Make sure all doors and windows are locked.
- Leave a spare key and the phone numbers where you can be reached with your designated Emergency Contact person.
- Just before you leave, walk around the outside of your home and make sure everything is secure. Remove any large items that could be used for access into second story windows.
- Turn your water heater down to a low/vacation setting.