

# Bainbridge Island Police Department

625 Winslow Way East  
Bainbridge Island, WA 98110



## 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

Owner Name		Phone	*BIPD Only* Case No.
Address		Zip	
Depart Date/Time	Return Date/Time	If you come home earlier than stated, please notify BIPD immediately at 842-5211!	
Does your home have an alarm system? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Company Name: _____ Phone: _____			
It is best if you leave your door screens unlocked so doors can be checked. Are they <input type="checkbox"/> Locked <input type="checkbox"/> Unlocked			
Might your alarm go off if doors are <b>firmly</b> checked? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			
Any windows intentionally left open? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____			
Lights On? <input type="checkbox"/> Yes <input type="checkbox"/> No      Timer(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No      Radio Left On? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Describe any Vehicles on the Property (do not Include Vehicles in Garage):			
Vehicle #1: Make/Model		Color	License Number/State
Vehicle #2: Make/Model		Color	License Number/State
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: \_\_\_\_\_

# 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.