ASPD - HOUSE CHECK REQUEST

CASE #_____

ORIGINAL HOUSE CHECK REQUEST FORMS ARE TO BE FORWARDED TO THE ASPD MANAGEMENT SUPPORT BUREAU - RECORDS DIVISION, WHERE THEY ARE MAINTAINED.

I REQUEST A HOUSE CHECK BE MADE OF MY PREMISES, AND . . . **I AGREE TO NOTIFY THE ALTAMONTE SPRINGS POLICE DEPARTMENT UPON MY RETURN.** I UNDERSTAND THAT THIS HOUSE CHECK SERVICE WILL INCLUDE PERIODIC CHECKS OF MY RESIDENCE, AND THE FREQUENCY OF THESE CHECKS WILL DEPEND ON THE WORKLOAD OF THE OFFICER ASSIGNED TO THIS AREA.

RESIDENT: **(PRINT)** _____

STREET ADDRESS: _____

RESIDENT'S PHONE #: (_____) _____

DATES OF TRAVEL: DATE DEPARTING: _____ /_____ /_____ DATE RETURNING: _____ /_____ /_____

DESTINATION: _____

EMERGENCY CONTACT: _____ PHONE #: (_____) _____

THE UNDERSIGNED RESIDENT JOINTLY AND SEVERELY HEREBY **AGREES TO WAIVE** ALL LIABILITY, RIGHTS, CLAIMS AND CAUSE OF ACTION AGAINST THE CITY, ITS EMPLOYEES AND REPRESENTATIVES, ITS SUCCESSORS AND ASSIGNS ARISING OUT OF ANY AND ALL HOUSE CHECKS AND ANY EVENT AS A RESULT OF WHICH THEIR PROPERTY IS STOLEN/VANDALIZED/BURGLARIZED, WHETHER TEMPORARILY OR PERMANENTLY, IN THEIR ABSENCE.

_____
RESIDENT'S SIGNATURE

___NO DO YOU HAVE AN ALARM SYSTEM?
IF YES..... YOUR ALARM COMPANY NAME _____

___NO DO YOU HAVE AUTOMATIC LIGHTS?
IF YES..... WHERE & TIME THEY GO ON _____

___NO HAVE HOUSE KEYS BEEN LEFT WITH ANYONE?
IF YES..... NAME/ADDRESS/PHONE _____
_____

___NO WILL ANYONE BE WORKING AT OR HAVE ACCESS TO PREMISES WHILE YOU'RE GONE?
IF YES..... GIVE NAME OR BUSINESS _____
_____

___NO WILL THERE BE ANY VEHICLE(S) LEFT AT YOUR RESIDENCE?
IF YES..... _____ YEAR _____ MAKE _____ COLOR _____ TAG # _____ ST___
_____ YEAR _____ MAKE _____ COLOR _____ TAG # _____ ST___

___NO IS THERE ANYTHING ELSE THE ALTAMONTE SPRINGS POLICE DEPARTMENT SHOULD KNOW?
IF YES..... _____
_____
_____

POLICE DEPARTMENT'S IN-HOUSE TRACKING:

MANAGEMENT SUPT - RECORDS

ORIGINAL REC'D _____ /_____ / _____
ORIGINAL REC'D BY ID #100 _____
_____ CASE # ASSIGNED
ORIGINAL HELD IN RECORDS, WITH COPIES FORWARDED TO: ___WC

OPERATIONS - WATCH CMDR'S OFFICE

WC's COPY PULLED AND STAPLED TO RECORDS' COPY AND COPIES FORWARDED TO RECORDS ON _____ / _____ / _____.
RECORDS REC'D COPIES FROM WC's OFFICE & FILED W / ORIGINAL _____ / _____ / _____