

**Mason Police Department**  
6000 Mason-Montgomery Road  
Mason, Ohio 45040  
513.229.8500



## VACATION HOUSE CHECK REQUEST

(Please print)

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

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

Date leaving: \_\_\_\_\_ Time: \_\_\_\_\_ Date returning: \_\_\_\_\_ Time: \_\_\_\_\_

Your contact information while you are away: \_\_\_\_\_

Will the lights be on? Y N Locations: \_\_\_\_\_

Have you left a key? Y N With whom (name): \_\_\_\_\_

Address of key holder: \_\_\_\_\_

Key holder's telephone: \_\_\_\_\_

Emergency contact number: \_\_\_\_\_

Will any vehicles be left in the driveway? Y N

If yes, make \_\_\_\_\_ model \_\_\_\_\_ color \_\_\_\_\_

Thank you for submitting your house check request. While you are away, an officer will drive by occasionally and as time permits to check your yard and the outside of your house. He or she will investigate anything that looks suspicious.

### Tips for Preparing Your Home for Vacation

Before you leave, contact a trusted neighbor or friend to check on your home while you are away. To create the impression that people are home, use light timers or have the person checking your home leave an interior light on and perhaps a porch light in the evening. Exterior lights left on during the day give the impression that no one is home to turn them off. Check that your doors and windows are secure. If your home has an alarm system, make sure that the person coming into the home is aware of the system and how to operate it.

Make sure that mail and newspaper delivery are either stopped while you are gone or collected each day. Arrange for any packages to be delivered to a friend's house or to be postponed until you return. When these items accumulate, they are an obvious indication that you are away.

Mason is a community of neighbors. Let your neighbors know that you are going to be away so they can look out for any suspicious activity. Make sure that there is someone who knows how to get in touch with you while you are away and include that individual as your emergency contact above.

Enjoy your vacation!