

# Property/Business Check Request

The Norfolk Town Police will make periodic checks of your residence/business for the security of the home/business while you are on vacation or your home is unoccupied or your business is closed. Please complete all questions below. Either send by mail to Norfolk Town Police Department 5 West Main. St. Norfolk, NY 13667 or drop off the request at the Police Department. Please send requests at least one week in advance.

This request form is for Town of Norfolk Residents only.

By submitting this form, The Norfolk Town Police Department is in no manner obligated to accept any responsibility for property loss or damage while you are away from your home/business. All information on this form will be kept secure.

Date of request: \_\_\_\_\_ Type of request:    property check    business check

Requestor's Full Name: First \_\_\_\_\_ Last \_\_\_\_\_ Property Owner    Yes    No

If no, who is the owner: First \_\_\_\_\_ Last \_\_\_\_\_

Address to be checked: \_\_\_\_\_

Primary phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Out of Town Address: \_\_\_\_\_

Emergency Contact: First \_\_\_\_\_ Last \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_ Will your house/business be alarmed?    Yes    No

Who is alarm key holder for the business?

\_\_\_\_\_

Alarm company name and number? \_\_\_\_\_

Please enter the names of anyone who may be checking your residence or working on your property:

Is your house equipped with timer lights?    Yes    No

Timer light locations and what times they operate:

\_\_\_\_\_

Please list any vehicles that will be parked on your property: \_\_\_\_\_

Please list any animals that will be in your residence or on your property: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

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