

Vacation House Check Request



PLEASE FILL IN AND SIGN THE TOP PORTION OF THIS FORM:

Request Date: _____
 Name of Requestor: _____
 Phone: _____
 Address to check: _____
 Cross Street(s): _____
 Mailing Address: _____
 Date Leaving: _____ Return: _____
(If dates change, SPD must be notified)

I can be reached at:
 Name: _____
 Phone: _____
The following person(s) are authorized to enter to look after my property:
 Party 1: _____
 Phone: _____ Has a key
 Party 2: _____
 Phone: _____ Has a key
 In case of questions or emergency, call:
 Resident Authorized Parties

Vehicles on Premises (Make/Model/License):

Burglar Alarm? Monitored?
 Alarm Co.: _____
 Phone: _____
 Lights on? Constant? Timer?

The undersigned does hereby grant permission and request the City of Sequim and its Police Department to visually check the property listed above. The undersigned does hereby agree to hold harmless the City of Sequim, its employees and agents, for any claim for personal injury, loss, or damage to property that may be suffered by the undersigned, through any action or lack thereof, by a representative of the City of Sequim. Further, the undersigned understands and agrees that this is a voluntary, free service; it does not create a special duty upon the city, will be provided only as time is available, and no guarantee is made, nor assurance given, against loss, theft, or damage to property.

SIGNED THIS _____ DAY OF _____, 20____.
 BY: _____ ADDRESS: _____

FOR OFFICIAL USE ONLY

IN PERSON APPLICATION - VERIFIED BY _____ NO. _____

TELEPHONIC APPLICATION - WAIVER READ AND VERIFIED BY _____ NO. _____

VIPS USE ONLY

Date/Time

 VIPS#:

Comment:

Date/Time

 VIPS#:

Comment:

INCIDENTS

<p>Date: _____</p> <p>Time: _____</p> <p>VIPS # _____</p> <p>Sgt. or Officer Notified: _____</p>	<p>Incident (Describe fully):</p>	<p>Action Taken:</p>
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<p>Date: _____</p> <p>Time: _____</p> <p>VIPS # _____</p> <p>Sgt. or Officer Notified: _____</p>	<p>Incident (Describe fully):</p>	<p>Action Taken:</p>
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<p>Date: _____</p> <p>Time: _____</p> <p>VIPS # _____</p> <p>Sgt. or Officer Notified: _____</p>	<p>Incident (Describe fully):</p>	<p>Action Taken:</p>
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<p>Date: _____</p> <p>Time: _____</p> <p>VIPS # _____</p> <p>Sgt. or Officer Notified: _____</p>	<p>Incident (Describe fully):</p>	<p>Action Taken:</p>
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