



# SHORT TERM HOUSE CHECK

## Sunset Beach Police Department

The Sunset Beach Police Department's House Check Program is free of charge for all residents. Please provide as much information as possible, as this will assist us in maintaining the security of your property and notifying you in the event of an incident. While we will do our best to ensure the security of your property, we cannot be held responsible for any theft or damage that may occur. We cannot accommodate checks exceeding two weeks in length. Each address is limited to two requests per calendar year. The Police Department must be notified at least 48 hours in advance if someone will occupy your residence during the house check time period. Occupants must notify the Police Department of a departure date. **FAILURE TO NOTIFY OFFICERS OF OCCUPANCY DURING THE HOUSE CHECK PERIOD COULD RESULT IN CRIMINAL TRESPASSING CHARGES AND/OR ARREST OF ANYONE OCCUPYING YOUR RESIDENCE.**

Dates to Check – From: \_\_\_/\_\_\_/\_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_\_\_ (TWO WEEKS MAX)

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

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Alarm Code (optional): \_\_\_\_\_

Vehicle #1 at house: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle #2 at house: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Location of any pets on premises: \_\_\_\_\_

Others checking home/doing maintenance: \_\_\_\_\_

Names of anyone staying at your house during your absence: \_\_\_\_\_

Location of any lights left on at the house: \_\_\_\_\_

**Choose a four-digit NUMBER. You may be asked for this number when requesting any changes or cancelling this request by phone.**

**SECURITY CODE:**

**\*\*OFFICIAL USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE\*\***

DATE	TIME	OFFICER	DATE	TIME	OFFICER

**\*\*\*PLEASE DO NOT WRITE ON THIS SIDE – TO BE FILLED OUT BY OFFICERS ONLY\*\*\***


