## REQUEST FOR SECURITY CHECK ADDRESS: NAME: PHONE # DEPARTURE DATE RETURN DATE BUSINESS: OTHER: TYPE OF PREMISES: RESIDENCE: HAVE KEYS BEEN LEFT WITH ANYONE? YES NO **ADDRESS** PHONE # IF YES, NAMES: WILL ANYONE BE WORKING ABOUT OR HAVE ACCESS TO PREMISES DURING YOUR ABSENCE? YES NO IF YES, NAMES IN CASE OF EMERGENCY, DO YOU WISH TO BE NOTIFIED BY A COLLECT CALL? YES NO C/O NAME **ADDRESS** PHONE # I REQUEST A SECURITY CHECK BE MADE OF MY PREMISES AND AGREE TO NOTIFY YOU OF MY RETURN SIGNED: DATE OF REQUEST: **EXTRA COMMENTS:** OFFICER'S SECURITY CHECK REPORT OFFICER'S STATE IF PREMISES WERE SECURE OR OTHER DATE TIME INITIALS

## **PAGE 2 SECURITY CHECK**

| DATE | TIME | STATE IF PREMISES WERE SECURE OR OTHER | OFFICER'S<br>INITIALS |
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IF PREMISES WERE UNSECURED OR EVIDENCE OF FORCED ENTRY IS PRESENT STATE IF YOU ENTERED AND CHECKED PREMISES. If you find evidence of vandalism or theft, make separate report.