

PROPERTY CHECK REQUEST FORM

If you live within the Village of Lake Odessa, and would like to have property checks performed on your village residence, please complete this form and submit it to the Lake Odessa Police Department. Please notify the department immediately if departure or return times change.

Print Name(s):			Date of Request:		
Home Phone:		Email:			
Residence Address:					
Date and time when house will be vacant: Date/Time Leaving:					
Date/Time Returning:					
Location and phone where you are staying or cell phone #:					
Describe vehicles or property left outdoors while vacant:					
License Plate No.	Make:		Model:		
Year:	Color:				
License Plate No.	Make:		Model:		
Year:	Color:				
Other Property:					
				continue to page 2	
FOR OFFICIAL USE ONLY Checked by: Date/Time: Incident #/Notes:					
Checked by:					
Checked by:					
Checked by:				······	
Checked by:				······	
Checked by:					
Checked by:					
Checked by:					
Checked by:					
Checked by:					
Checked by:	Date/Time:		_ Incident #/Notes:		

LAKE ODESSA POLICE DEPARTMENT

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Do you have an alarm system? \Box Yes	\Box No	If monitored, name and phone number for				
		alarm company:				
Is your alarm system monitored? \Box Yes	\square No					
Do you have any broken	D	o you have any				
doors or windows? \Box Yes \Box No torn screens? \Box Yes \Box No						
Are there any indoor/outdoor lights to be left on? \Box Yes \Box No						
Where are they located?						
Do you have timers on any indoor/outdoor lights? \Box Yes \Box No						
Do you have timers on any indoor/outdoor rights: Dires Divo						
Where are they located and when do they turn on and off?						
where are they located and when do they turn on and on:						
Will you stop your mail and newspaper delivery? \Box Yes \Box No						
Will you stop your mail and newspaper delivery? \Box Yes \Box No						
If not, is someone collecting them for you? Yes No (Please note this is not a service the Lake Odessa Police Department will provide, but is highly recommended.)						
If yes, type of pet and person caring for them?						
Are there any pets	11 yes, ty	pe of pet and person caring for them?				
in the house or yard? \Box Yes \Box No						
The following person(s) are authorized to enter the property or in case of emergency contact:						
Name(s):	Pho	one Number:				
Address:						
Does the above named party have a key to the property? \Box Yes \Box No						
Any additional information:						

The undersigned does hereby grant and request that the Lake Odessa Police Department visually check the property listed above, which may include access to the yard. The undersigned does hereby agree to hold harmless the Village of Lake Odessa, 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 Village of Lake Odessa. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the Village and will be provided only as time and personnel are available and no guarantee is made nor assurance given against loss, theft or damage to premises.

Signature of Homeowner/Renter

Date

Form must be received 72 hours prior to departure. Property checks will be performed as time allows.

Mail to: Lake Odessa Police Department 839 Fourth Avenue Lake Odessa, MI 48849