

# ARLINGTON HEIGHTS POLICE DEPARTMENT

## VACATION CHECKLIST

### If You Are Going On Vacation - **Help Burglars Take One Too!**

An empty house is a tempting target for a burglar. Use this checklist of tips to help safeguard your home while you're away.

- Have good locks on all doors and windows, and **USE THEM!**
- Ask a neighbor to watch the house while you're away. It's a good idea to leave your vacation address and telephone number with a neighbor so you can be reached in case of an emergency.
- Never leave your house key hidden outside your home.
- Stop all deliveries, or arrange for a neighbor to pick up your mail, newspapers and packages.
- Arrange for someone to mow your lawn, rake leaves and maintain the yard to give the home a lived-in look.
- Plug in timers to turn lights and a radio or television on and off at appropriate times. This helps to disguise the fact that you are away.
- Turn the bell or ringer on your telephone down low. If a burglar is around, he won't be alerted to your absence by a ringing phone.
- Don't announce your absence on answering machine messages.
- Leave your blinds, shades and curtains in a normal position. Don't close them unless that is what you do when you are home.
- Close and lock garage doors and windows. Ask a neighbor to occasionally park in your driveway. If you leave your car at home, park it as you normally would. Vehicles parked outside should be moved occasionally to appear that they are being used.
- Secure storage sheds, attic entrances and gates.
- Tell the Arlington police you plan to be away. Patrol officers may have the opportunity to periodically check your home through our "Security Check program".

Mail to:  
Arlington Heights Police Department  
601 Elliott Avenue  
Arlington Hgts, Ohio 45215-5417  
or  
Fax to: 821-9943

SECURITY REQUEST CHECK FORM

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

LEAVE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

TYPE OF PREMISES: \_\_\_\_\_ (PLEASE CHECK ONE OF THE FOLLOWING)

RESIDENCE     BUSINESS     OTHER

LOCAL EMERGENCY CONTACT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

WILL ANYONE BE WORKING ABOUT OR HAVE ACCESS TO THE PREMISES?

YES     NO    WHOM: \_\_\_\_\_

DO YOU HAVE AN ALARM SYSTEM?     YES     NO    ALARM COMPANY PHONE # \_\_\_\_\_

ARE THERE LIGHTS ON TIMERS?     YES     NO

VEHICLES LEFT ON THE PREMISES?     YES     NO

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ COLOR: \_\_\_\_\_ LIC# & STATE: \_\_\_\_\_

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PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTIONS:

\_\_\_\_\_ BROKEN WINDOWS OR SCREENS

\_\_\_\_\_ MAIL DELIVERY STOPPED

\_\_\_\_\_ NEWSPAPER STOPPED

I REQUEST A SECURITY CHECK BE MADE OF MY PROPERTY AND AGREE TO NOTIFY THE ARLINGTON HEIGHTS POLICE DEPARTMENT UPON MY RETURN. I UNDERSTAND THAT HOUSE CHECKS WILL BE PERFORMED AS TIME PERMITS. YOUR SIGNATURE ON THIS FORM RELEASES ARLINGTON HEIGHTS POLICE DEPARTMENT OF ALL LIABILITY OR DAMAGES OCCURRING DURING THIS TIME PERIOD.

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE

DATE

PLEASE SUBMIT YOUR REQUEST 5 DAYS PRIOR TO YOUR DEPARTURE