



RESIDENT AWAY NOTIFICATION FORM

**** Valid for no more than 30 days ****

Please print clearly. Completed forms can be dropped off at the Highland Park Police Department 24 hours a day.

Name: _____ Address: _____

Home Phone: _____ Cell Phone: _____

Date leaving: _____ Date returning: _____

Primary Emergency Contact: _____ Phone number: _____

Secondary Emergency Contact: _____ Phone number: _____

Description of house: _____

Check all applicable: Someone will be checking the property You will be away more than 30 days

Who is authorized to be on the property? Please include their license plate number and vehicle description and scheduled time on property.

Are you leaving any vehicles in the driveway? (Please describe) _____

Are you leaving any vehicles in the garage? (Please describe) _____

Are lights on or on timers? YES NO timer **Any outside lights?** YES NO timer

Are you leaving any pets home? If so, please note type of pet

Is house alarmed? yes no **What type of system?** _____

Alarm company name and phone number: _____

Your Signature: _____

<i>To be completed by Police Department</i>	
<i>Date & time received:</i> _____	<i>ID#:</i> _____
<i>Case number:</i> _____	