

CALHOUN COUNTY SHERIFF DEPT.
 CONVIS TOWNSHIP
 Property Check Request

The owner who is requesting this check of their property acknowledge the understanding that the Calhoun County Sheriff's Dept. cannot guarantee that the premise will be absolutely secure in the owner's absence. The completed form will be distributed to the road division, who will on routine patrol, monitor any activity on or near the premise. A physical check of the property will not be done unless there is a suspected problem. The information contained on the form will assist the patrol deputy in determining if there is a problem.

The owner is requested to complete the form in its entirety and to immediately inform the department upon return to the premise, which will cancel the check.

The department will encourage the owner to comply with the below security measures prior to departure.

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| 1. Owner's personal check of the premise;
* make sure windows and doors are closed and locked with the curtains down.
* hide or secure small items of personal value, such as cash, checks, bonds, jewelry. Larger items such as firearms are best secured in a safe.
* make sure all items that have a serial number are recorded and those that do not be engraved with the owner's drivers license number.
* Install a timer on lights inside the premise. |
| 2. Stop all paper and mail deliveries. |
| 3. Advise your neighbors of your absence and tell them which vehicles will remain at the premise. Request that they call the Sheriffs Department if there is any suspicious activity IMMEDIATELY. |

Date Received: Received by:	Time: **Request in person or by phone (circle one)
Address:	Owner: Occupant:
Home Phone:	Work Phone:
Departure Date:	Date of Return:
Type of Premise: RESIDENCE/BUSINESS/OTHER	
Emergency Contact:	Phone:
Vehicles on site:	
Authorized persons on site:	
Lights on Timer: YES/NO	Alarmed: YES/NO
Remarks:	

Signed _____ Date: _____