



New Holstein Police Department
HOME VACATION CHECK PROGRAM

HOW THE PROGRAM WORKS:

At least one week prior to the start of your vacation, you will need to complete a Vacation Check form and return it to the address on the form. Please complete all the questions on the form. You can call the Department's Administrative Assistant at (920) 898-4241, extension 300, with any questions regarding the form or the program.

It is important to note that a house check pursuant to this program does not guarantee the safety or security of the property, nor does it mean the New Holstein Police Department is in any way responsible for the property in your absence. The House Vacation Check Program simply authorizes the New Holstein Police Department to visually and/or physically inspect your premises during their patrols.

Requesting vacation home checks is just one way to increase security while you are away. The information below will help you prepare for your absence. Some things should be done in advance and others can be done the day before or the day of your departure.

Have a great vacation!

TIPS FOR KEEPING YOUR HOME SAFE & SECURE WHILE YOU'RE AWAY

In the months before your departure:

- ❖ Repair broken door(s) and window(s).
- ❖ Install good quality locking devices on all exterior doors and windows.
- ❖ Complete and turn in the Vacation Check form.

Arrange for a trusted person to:

- ❖ Pick up your mail.
- ❖ Mow and water your lawn. Shovel snow.
- ❖ Pick up newspapers and circulars from your driveway, entry area, and yard.
- ❖ Feed your pets.
- ❖ Turn lights on and off if they are not on a timer or photoelectric sensor.
- ❖ If you have a burglar alarm, your contact person should know how to set and disable the alarm as needed. A loud false alarm during your absence will NOT be well-received by your neighbors!

A day or two prior to departure:

- ❖ Mow the lawn and trim the shrubbery.
- ❖ Store all ladders, tools, lawn equipment, etc., in a locked storage shed or garage.
- ❖ Take valuables to your safe deposit box.

On the day you leave home:

- ❖ Turn down the volume of your telephone ringer and answering machine (if you have a landline telephone) so that they cannot be heard from outside the house.
- ❖ Make sure gas appliances are turned off.
- ❖ Unplug small appliances, such as fans, toasters, and electric coffee pots.
- ❖ Set your electric timers to turn on some lights during the evening hours.
- ❖ If you leave a car in your driveway, park it up against the garage door. Make sure the vehicle is locked and nothing is left visible inside.
- ❖ Bolt the garage door on the inside. Unplug electric garage door opener.
- ❖ Make sure all windows are locked.
- ❖ Leave a key and the phone number of where you can be reached with emergency contact person. The contact person should hold onto the key in your absence. The key should not be left in or near your own home where a burglar might find it, even in a hidden location.
- ❖ Just before you leave, walk around the house and make sure everything is secure. Remove any large items that could be used for access into a second story window.
- ❖ Enjoy your trip!



New Holstein Police Department
2110 Washington Street
New Holstein, WI 53061
(920) 898-4241
www.ci.newholstein.wi.gov

*NEW HOLSTEIN POLICE DEPARTMENT
VACATION CHECK APPLICATION*

Form to be filled out by resident. It is important to answer all the questions. Please return this form to the Police Department, 2110 Washington Street, New Holstein, WI 53061, or via email at pickart.jessica@ci.new-holstein.wi.us. Questions? Please call (920) 898-4241, extension 300.

Owner/tenant's name: (Last) _____ (First) _____

Address: _____ (within New Holstein City Limits Only)

Home Phone # _____ Cell phone # (emergency only) _____

Away address (if applicable) _____ City _____ State _____

Date Leaving: _____ Date Returning _____

Local Key Holder/Emergency Contact (name) _____ Phone _____

Vehicle in Garage? Yes No If yes, license no.: _____ Make _____ Color _____

Vehicle in driveway/carport? Yes No License plate _____ Make _____ Color _____

Alarm system? Yes No Any windows open? Yes No Curtains/shutters open? Yes No

Lights left on? Yes No Days? _____ Night timers? _____ List location(s) below

Pets on premises? Inside _____ Outside _____ Dog(s) _____ Cat(s) _____ Other _____

Fences: Property fully fenced _____ Backyard Only _____ Gate locked? Yes No

Do you want the backyard inspected? Yes No

Will there be any other vehicles/people on the premises during your absence? Yes (list below) No

Is your residence number prominently displayed? Yes No

Special information about the premises or situations that should be known during your absence:

I hereby authorize house checks to be conducted in my absence. I understand and acknowledge that a request for a house check pursuant to this program does not guarantee the safety or security of my property. I further acknowledge that the New Holstein Police Department is in no way responsible for my property in my absence and that the New Holstein Police Department may visually and/or physically inspect my premises during their patrols.

Signature: _____ Date _____
(MUST BE SIGNED BY OWNER/TENANT)

Vacation Check Cancel Date: _____ By _____