

**VACATION HOUSE CHECK**

Date \_\_\_\_\_

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_ Cell phone \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Any vehicles left in the driveway? If so, please provide descriptions (make, color, license, etc..).

\_\_\_\_\_  
\_\_\_\_\_

Will anyone be stopping by to pick up papers, mail, water plants? If so, provide names.

\_\_\_\_\_  
\_\_\_\_\_

Will you be leaving any lights on inside or outside? \_\_\_\_\_

Do you have a burglar alarm? \_\_\_\_\_

Do you have any service people or companies who will be at your residence? If so, what days?

\_\_\_\_\_  
\_\_\_\_\_

Any other information you would like to provide (animals on premises)?

\_\_\_\_\_

We will automatically take your residence off our house check list on the date you provide. In the event you return early or late, please contact the Communications Center (937) 426-1225 so we can note the adjustment.

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Received by: \_\_\_\_\_ Date \_\_\_\_\_ COPP receipt \_\_\_\_\_