

Incident No.: \_\_\_\_\_

## PROPERTY CHECK REQUEST

**JEFFERSON VILLAGE POLICE DEPARTMENT  
104 EAST JEFFERSON STREET  
JEFFERSON, OHIO 44047  
PHONE: 440-576-0010**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

If keys have been left with anyone, please list below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency contact if other than property owner:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please list if any lights will be left on inside or outside of the house and if they are on a timer:

\_\_\_\_\_

If there will be anyone working about or have permission to be on the premises, list below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of access: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of access: \_\_\_\_\_

If there is an alarm on the home or premises, please indicate below:

Alarm Company: \_\_\_\_\_

Phone: \_\_\_\_\_

### Circumstances Found

Date	Incident No.	Nature	Officer