



# Vacation Watch Form

Your information will allow us to be better aware of your absence from the residence and will give us the necessary means to contact you in case of an emergency while you are away. Please answer as thoroughly as possible and attach an extra sheet if necessary. When you return from vacation, please call the Police Department at (618) 288-7226 to let us know you have returned.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Work: \_\_\_\_\_  
Date and Time Departing: \_\_\_\_\_ Date and Time Returning: \_\_\_\_\_  
Destination Address: \_\_\_\_\_ Destination Telephone: \_\_\_\_\_

**Please list anyone who has a key and you would allow access to your home, in the event of an emergency:**

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

Is anyone staying at residence while you are away? Yes  No

If yes, what is their name(s): \_\_\_\_\_  
What type of vehicle will they be driving? \_\_\_\_\_ License Plate: \_\_\_\_\_

What lights are you leaving on in your residence? Front Porch:  Back Porch:  Other outdoor:   
Living room:  Kitchen:  Basement:  Upstairs:   
Are they on timers? Yes  No   
Do you an alarm system? Yes  No

Alarm Company Name: \_\_\_\_\_ Alarm Company Number: \_\_\_\_\_

Do you have exterior cameras / digital doorbell? Yes  No

Do you have yard/pool/residential work being done while away? Yes  No

Company Name(s)/Nature of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any pets left inside the home? Yes  No  How many? \_\_\_\_\_

Are they cute? Yes  No  Please, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information the Police/Fire Department should know? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final reminder – Have you:**

Stopped your mail  Stopped Paper(s)  Stopped Other Delivers:   
Locked windows:  Notified neighbors/HOA  Extinguished Open Flames

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

You may print this form and return it to the Glen Carbon Police department, or email it to [dispatch1@glen-carbon.il.us](mailto:dispatch1@glen-carbon.il.us)  
Have a safe and fun vacation!