

City of College Park
Premise/Vacation Check Request
Submit Completed Form via email to publicservices@collegedparkmd.gov

Address _____ College Park, MD 20740

Single Family Home Town House Condo Business

Requested By _____ Owner Tenant Other _____

Departure Date/Time _____ Return Date/Time _____

Vehicle(s) Left on Premises Yes No How Many _____

License No. _____ Make/Model _____

License No. _____ Make/Model _____

Does anyone have keys? Yes, premise only; Yes, premise and vehicle No

Name: _____

Address: _____ Phone No.: _____

Will anyone be working at or have access to the interior of premises during your absence? Yes No

Name: _____

Address: _____ Phone: _____

Will anyone be working at or have access to the exterior of premises during your absence? Yes No

Name: _____

Address: _____ Phone: _____

Do you have an alarm company? Yes No

Company Name: _____

Address: _____ Phone: _____

Emergency Contact (local or where to reach you when you're away)

Name: _____

Address: _____ Phone: _____

Will you be leaving any lights or appliances on a timer? Yes No

Location(s) Living/Dining Room Kitchen Upstairs Front Upstairs Back

Any special conditions or comments? _____

Helpful Hints Visit USPS.com to place your mail on hold

By submitting this request I acknowledge that I am an owner or tenant or authorized party of the address provided above and have informed the Prince George's County Police Department through City of College Park Contract Police Program of my intention to be away for the period entered. Further, I understand that this request will not substitute for security measures, which I have the responsibility to exercise. In the event that I return to the property prior to the return date, the appropriate parties will be notified. Officers will attempt to visit the premises daily for the duration of my absence unless circumstances arise to preclude such inspection.

Signature

Date