



# New Hope Police Department

125 New Street • New Hope, Pennsylvania 18938

Phone: (215) 862-3033 • Fax: (215) 862-3570

www.newhopepd.org

Michael V. Cummings  
Chief of Police

Laurence D. Keller  
Mayor

DATE OF  
REQUEST: \_\_\_\_\_

Print Name(s) \_\_\_\_\_ Home Phone \_\_\_\_\_

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

Date & time when house will be vacant \_\_\_\_\_

Date & time that you plan on returning home \_\_\_\_\_

Location and phone where you are staying \_\_\_\_\_

or

Cell Phone # \_\_\_\_\_

The following person(s) are authorized to enter the property, or in case of emergency contact:

1. NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

OR

2. NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Does the above named party(s) have a key to the property: YES NO

**Type of Dwelling:** Single Family Residence / Duplex / Condominium

**Describe vehicles or property left outdoors while on vacation:**

1. Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Lic# \_\_\_\_\_ State \_\_\_\_\_

2. Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr \_\_\_\_\_ Lic# \_\_\_\_\_ State \_\_\_\_\_

**Other Property:**

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

**Alarm Information**

Do you have an alarm system? YES NO Name and phone for alarm company \_\_\_\_\_

**Property Information**

1. Do you have any broken doors or windows? YES NO If so, location \_\_\_\_\_
2. Do you have any torn screens? YES NO If so, location \_\_\_\_\_
3. Do you have timers on any indoor/outdoor lights? YES NO If so, where are they located and when do they turn on or off? \_\_\_\_\_
4. Will you stop your mail & newspaper delivery? YES NO If not, is someone collecting them for you? YES NO If yes, Name: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Do you want your backyard checked? YES NO (Locked gates will not be opened)
6. When are your sprinklers timed to turn on and off? \_\_\_\_\_
7. Are pets in the house or yard? YES NO If so, type of pet and person caring for them? Type of pet: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

The undersigned does hereby grant and request the New Hope Police Department to visually check upon the property listed above. The undersigned does hereby agree to hold harmless the Borough of New Hope, it's employees, and agents for any claim for personal injury, loss or damage, to property that may be suffered by the undersigned, through any action or lack thereof, by a representative of the New Hope Police Department. Further, the undersigned understands and agrees that this is a courtesy service and does not create special duty upon officers and will be provided only as time permits, and no guarantee is made nor assurance given against loss, theft, or damage to premises.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

BY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Identification of person making request verified by: \_\_\_\_\_

\*Copy to be filed

<b>Police use only:</b>
Checked by: _____
Date/Time: _____
Checked by: _____
Date/Time: _____
Checked by: _____
Date/Time: _____
Checked by: _____
Date/Time: _____

Before you leave home, please keep in mind the following Crime Prevention suggestions.

**Before you leave home:**

Crime Prevention while on vacation begins with making sure your home is protected while you're away. The key is to make your home look like you never left.

- Keep shades and blinds in their normal positions
- Stop mail and newspapers, or ask a trusted neighbor to pick them up every day.
- Put timers on several house-hold lights so they turn on and off at appropriate times.
- Arrange to have yard work done while you are gone.
- Make sure all your door and window locks are in working order – and use them. Activate your home alarm (if you have one).
- Leave a radio on low, or put it on a timer.
- Turn off the ringer on your phone and turn down the volume on your answering machine.
- Allow a trusted neighbor to park in your drive-way.