



Town of Colonie Police Department

Vacation Check Form

The Colonie Police Department offers Vacation Security Checks to all Colonie residents. While you are away on vacation, officers from the Colonie Police Department will periodically stop by your home to check for open doors, broken windows or any other suspicious circumstances. This is another added security precaution you can utilize to safeguard your possessions and assure your peace of mind while you are on vacation. This is a free, but invaluable service provided by the Colonie Police Department to the citizens of Colonie. Please fill in the form below to request a vacation check.

This service is provided for those who are gone a min. of 5 days and a max. of 90 days (or 3 months).
 Applications must be submitted within 48 hours of departure.

Homeowner realizes that the Police Department and the Town of Colonie do not assume any liability for loss or damage to property during specified dates. Homeowner understands there is no guarantee that vacation checks will be done daily.

Name _____ Address _____

Telephone Number _____

Emergency Number(s) where you can be reached _____

Date Leaving _____ Date Returning _____ (notify us when you are home)

Key-holder name *

Please include a name of a key-holder / local emergency contact in case of alarms, damage, unsecure premise or anything that would dictate an immediate response.

Name	Address	Telephone Number

Lights left on (Check All that apply) *

- None
 First Floor Lights
 Second Floor Lights
 Kitchen Lights
 Back Lights
 Front Lights
 Living Room
 Bedroom
 Motion Activated Lights
 Basement Lights

Residential Alarm System * NO YES

If Alarm System is present, is it registered with the Colonie Police? No Yes

If alarm present, Alarm Company & Phone Number _____

Will there be any vehicles left in the driveway? No Yes *If yes, please list.*

VEHICLE DESCRIPTION	MODEL		

Completed forms can be dropped off at the Police Front Desk clearly labeled – Vacation Check Form or emailed to contactcpd@colonie.org.