



## Beaverton Police Department Vacation Check Request Form (21 day maximum)

If you live within the City of Beaverton, and would like to have vacation checks performed on your residence, please complete this form and submit it to the Beaverton Police Department. Twenty-one days is the maximum allowed time for a vacation check. You must notify the department immediately if departure or return times change.

Print Name(s):	Date of Request:	
Home Phone:	Email:	
Residence Address:		
Date and time when house will be vacant: Date/Time Leaving: _____ Date/Time Returning: _____		
Location and phone where you are staying or cell phone #:		
Describe vehicles or property left outdoors while on vacation:		
License Plate No. : _____	Make: _____	Model: _____
Year: _____	Color: _____	
License Plate No. : _____	Make: _____	Model: _____
Year: _____	Color: _____	
License Plate No. : _____	Make: _____	Model: _____
Year: _____	Color: _____	
Other Property:		

For Official Use Only		
Checked by: _____	Date/Time: _____	Incident No: _____
Checked by: _____	Date/Time: _____	Incident No: _____
Checked by: _____	Date/Time: _____	Incident No: _____
Checked by: _____	Date/Time: _____	Incident No: _____
Checked by: _____	Date/Time: _____	Incident No: _____
Checked by: _____	Date/Time: _____	Incident No: _____

Do you have an alarm system? Yes <input type="checkbox"/> No	If monitored, name and phone for alarm company:
Is your alarm system monitored? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any broken doors or windows? <input type="checkbox"/> Yes <input type="checkbox"/> No      Do you have any torn screens? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any indoor/outdoor lights to be left on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where are they located?	
Do you have timers on any indoor/outdoor lights? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where are they located and when do they turn on and off?	
Will you stop your mail and newspaper delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not, is someone collecting them for you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(Please note this is not a service the Beaverton Police Department will provide, but is highly recommended.)	
Are there any pets in the house or yard? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, type of pet and person caring for them?
The following person(s) are authorized to enter the property or in case of emergency contact:	
Name(s):	Phone Number:
Address:	
Does the above named party have a key to the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any additional information:	

The undersigned does hereby grant and request that the Beaverton Police Department visually check the property listed above, which may include access to the yard. The undersigned does hereby agree to hold harmless the City of Beaverton, its 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 City of Beaverton. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the City and will be provided only as time and personnel are available and no guarantee is made nor assurance given against loss, theft or damage to premises.

\_\_\_\_\_  
Signature of Homeowner/Renter

\_\_\_\_\_  
Date

**Form must be received 72 hours prior to departure. Vacation checks will be performed as time allows.**

Email to [mailboxbpdvacationcheck@beavertonoregon.gov](mailto:mailboxbpdvacationcheck@beavertonoregon.gov)

Or mail to:

Beaverton Police Department  
4755 SW Griffith Drive  
Beaverton OR 97076