



Central Marin Police Authority
 250 Doherty Drive, Larkspur, CA 94939
 525 San Anselmo Avenue, San Anselmo, CA 94960
 Phone (415) 927-5150 Fax (415) 927-5167

VACATION/HOUSE WATCH REQUEST

By submitting this form, I understand and agree to the following terms and conditions:

Vacation checks will be performed as time/personnel permits. Submission of this form releases the Central Marin Police Authority of all liability for loss of property or damage occurring during the time period. The Central Marin Police Authority does not assume any liability for your residence during the specified dates. Vacation checks are not to be used as a substitute for security measures.

There is a ***fourteen (14) day maximum*** for vacation/house watches. After the fourteen (14) day period, the resident must re-submit their Vacation Check Request Form to the Central Marin Police Authority. This form must be signed, dated, and delivered (in person, by fax, or mail) to the Central Marin Police Authority's Larkspur or San Anselmo station ***at least seven (7) days prior*** to the listed departure date.

Signature

Date

Vacation house checks will be performed as time permits.

Name		Phone Number (This must be a number that we may use to contact you while away)	
Address		City	
Departure Date		Returning Date	

LOCAL EMERGENCY CONTACT

Name		Phone	
Address		Do they have keys?	YES NO
		Will they respond?	YES NO



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VEHICLES ON PROPERTY (not including inside the garage)				
Year	Make	Model	Color	License

ALARMS								
Does the house have an alarm?		YES	NO	Will monitoring be on?		YES	NO	
Alarm Company:				Do you have a CMPA Alarm Permit?			YES	NO

PERSONS AUTHORIZED TO BE ON PROPERTY (lawn/pet care, etc.)			
Name		Phone Number	
Hours and Dates Present			
Name		Phone Number	
Hours and Dates Present			

PLEASE INDICATE YES OR NO:							
Did you leave any lights on?		YES	NO	Did you leave any music on?		YES	NO
Are they on timers?		YES	NO				
What time(s) are they on? _____							
Mail stopped?		YES	NO	Newspaper stopped?		YES	NO



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Are there any broken windows/screens?	YES	NO	If so, where/how many?
Will any pets be left behind?	YES	NO	If so, what kind?
Do you have a pool?	YES	NO	Do you have security cameras? <div style="text-align: center;"> YES NO </div> If so, where?
Other than your front door/garage, are there any other ways to access the residence?			YES NO
If yes, please explain:			