



Coburg Police Department
91136 N. Willamette St., Coburg, OR 97408
541-682-7853

Request for Residential Vacation Checks

If you live within the City of Coburg, and would like to have vacation checks performed on your residence, please complete this form and submit to the Coburg Police Records at least 72 hours prior to your planned absence. *Please Print.*

Personal Information

Name: _____ Residence Address: _____

Phone: _____ Email Address: _____

In case of an emergency, is there a contact number where we can reach you? YES NO

Phone: _____

Date Leaving: ____/____/____

Date Returning: ____/____/____

Papers/Mail/Deliveries Stopped? YES NO

Lights Left On: YES NO Will lights be on a timer? YES NO

If lights on, which rooms? (Example: front hallway, backbedroom, etc.) _____

Drapes/Blinds: Open Closed

Pets: YES NO Type: _____ Indoor Outdoor

Who will be caring for the animal(s)? _____

Does anyone have your permission to be on your premises? YES NO

If yes, who? _____

Keys to residence left with: _____ Phone: _____

Vehicle Information (Vehicles to be at the residence)

Year: _____ Make: _____ Model: _____ Color: _____ Plate: _____

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Emergency Contact

In case of an emergency, who do you want the Coburg Police Department to contact?

Contact Name: _____ Address: _____

Phone: _____ Does this person have a key to your home? YES NO

Do you have an alarm system? YES NO

Monitoring Company: _____

Phone: _____

Please list any other information that you feel the police should be aware of:

Authorization and Waiver

The undersigned does hereby grant and request the Coburg Police Department and its Officers to visually check upon the property listed above. The undersigned does hereby agree to hold harmless the City of Coburg; 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 Coburg. Further, the undersigned understands and agrees that this is a voluntary, free service and does not create a special duty upon the city, will be provided only as time is available, and no guarantee is made nor assurance given against loss, theft, or damage to premises. The undersigned does hereby agree to secure the premises when leaving and take whatever security measures at his/her disposal to cooperate in preventing crime, fire or other incidents from occurring. The undersigned has noted any conditions that will assist the police during these checks and will notify the Coburg Police Department when he/she returns.

BY: _____ Date: ____/____/____
Signature: _____