



## PROPERTY CHECK REQUEST FORM

### HOME OWNER INFORMATION

|                   |                 |                                |
|-------------------|-----------------|--------------------------------|
| HOME OWNER NAME:  |                 | BEST EMERGENCY CONTACT NUMBER: |
| SHIPYARD ADDRESS: |                 |                                |
| DATE OF REQUEST:  | DEPARTURE DATE: | RETURN DATE:                   |

### REMINDERS TO HOME OWNERS...

- *Please cancel newspaper delivery for the period of your absence.*
- *Remember to leave at least one light on inside of your residence.*
- *Inform your neighbors of your departure and return dates and ask them to call security with anything unusual.*
- *Please call the Welcome Center immediately upon your return.*
- *Have a safe and enjoyable trip!*

### HELP US HELP YOU!

*Please provide the following information to assist us with providing a more effective property protection service.*

|  |
|--|
| HAVE YOU LEFT YOUR KEYS WITH ANYONE? IF YES, PLEASE PROVIDE NAME AND PHONE NUMBER:               |
| WILL ANYONE BE WORKING OR HAVE ACCESS TO YOUR PROPERTY DURING YOUR ABSENCE? IF YES, PLEASE LIST: |
| PLEASE PROVIDE DETAILS OF ANY VEHICLES LEFT ON THE PROPERTY DURING YOUR ABSENCE:                 |
| WILL ANY LIGHTS BE LEFT ON INSIDE THE RESIDENCE?   |
| AND ADDITIONAL INFORMATION WE SHOULD KNOW ABOUT?   |

|                       |       |
|-----------------------|-------|
| HOME OWNER SIGNATURE: | DATE: |
|-----------------------|-------|