



# SHIPYARD

## PROPERTY CHECK REQUEST FORM

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### HOME OWNER INFORMATION

<b>HOME OWNER NAME:</b>		<b>BEST EMERGENCY CONTACT NUMBER:</b>
<b>SHIPYARD ADDRESS:</b>		
<b>DATE OF REQUEST:</b>	<b>DEPARTURE DATE:</b>	<b>RETURN DATE:</b>

### 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.*

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

<b>HOME OWNER SIGNATURE:</b>	<b>DATE:</b>
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