



Town of Cortland Police Department  
Vacation Watch / Vacant Dwelling Form

Instructions:

1. Fill out the requested information and sign the form.
2. Submit form to the Police Department:
  - Email: cortlandpd@cortlandil.org
  - Fax: 815-787-2015
  - Drop Off: 250 S. Halwood St.
3. Please notify the Police Department at 815-756-2558 of any changes or if your return dates change.

**Vacation Watch Number:** \_\_\_\_\_

**Date Leaving:** \_\_\_\_\_ **Date Returning:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone #1:** \_\_\_\_\_

**Phone #2:** \_\_\_\_\_ **Phone #3:** \_\_\_\_\_

**Lights On?**  Yes  No      **Timer On?**  Yes  No      **Cameras?**  Yes  No

**Vehicles on Driveway?**  Yes  No      **Description/License Plate Number:**

**Key Holder Info:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Alarm Info:** Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Other Pertinent Info:**

The undersigned authorizes the Cortland Police Department access to the above premises at all times for the purpose of investigating the outside areas of the premises for property well-being checks. The undersigned understands that the Town of Cortland and its respective police officers, employees, and agents shall not be liable and are hereby released from liability for any failure of service or damages that might result from its check on the property, vehicles or other property in or about the premises.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name