

# RESIDENCE CHECK APPLICATION



Date (from): \_\_\_\_\_ (To): \_\_\_\_\_ FEE: No charge

**Please fill out each of the sections below that are required to process your two-page application.**

## APPLICANT INFORMATION: (Please Print):

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Alarm Company: \_\_\_\_\_

Special Contact Information while away:

Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

**THIRD-PARTY EMERGENCY CONTACT INFORMATION** (optional): Who is authorized to act on your behalf and take whatever measures are necessary to protect your home and/or property in your absence or unavailability?

Name: \_\_\_\_\_ (do they have keys?) \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ (do they have keys?) \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ (do they have keys?) \_\_\_\_\_ Phone: \_\_\_\_\_

## VEHICLES AUTHORIZED TO BE ON PROPERTY

 (optional):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate: \_\_\_\_\_

## WORKERS/OCCUPANTS AUTHORIZED TO BE ON PROPERTY

 (optional):

Name/Company: \_\_\_\_\_ (do they have keys?) \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Company: \_\_\_\_\_ (do they have keys?) \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Company: \_\_\_\_\_ (do they have keys?) \_\_\_\_\_ Phone: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Type: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Type: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Type: \_\_\_\_\_

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## SPECIAL CONSIDERATIONS:

Provide any other information that you feel may be helpful:

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## AGREEMENT:

I request that my residence be placed onto the VILLAGE OF POQUOTT Code Enforcement Bureau residence check list. I understand that this list is provided as a courtesy and will be performed by Code Enforcement employees, not New York State Peace Officers. I understand that in no way does being placed onto this list create a contract or specific promise of duty between, or assign any standard of care, between the Village of Poquott its employees or officers and myself or any resident, occupant or trespasser onto my property, nor does it guarantee that my residence and property shall remain free of harm. If this application is approved, as evidenced in writing by the Code Enforcement Chief, the VILLAGE OF POQUOTT will make reasonable attempts to check the perimeter of my residence when time allows during the period of my absence. I authorize the VILLAGE OF POQUOTT Code Enforcement employees to be present and have access to my property, and to attempt to contact me through the information provided on this application if deemed necessary. I further authorize the VILLAGE OF POQUOTT to share any information on this application with any emergency responder that may be called to perform first-response emergency services on or near the applicant's property.

I hold the VILLAGE OF POQUOTT AND ITS EMPLOYEES AND OFFICERS HARMLESS AGAINST ANY LOSS OR DAMAGE DUE TO ANY ACT OR OMISSION ASSOCIATED WITH MY PROPERTY.

Agreement signed and attested by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**End of APPLICATION**

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The VILLAGE OF POQUOTT CODE ENFORCEMENT BUREAU recommends the following:

- Make your home looked lived-in while away.
- Have your residence secured with an alarm system that makes notification to the proper emergency responders.
- Consider sending pets to a friend or family member's house or into a kennel.
- Give a spare key to at least one person in the event of an emergency.
- Arrange to halt your mail and newspaper deliveries.
- Continue to service your lawn and landscaping.
- Use automatic times to turn on a radio or lights at different times.
- Don't announce your absence on your telephone answering messages.
- Turn down the ringer on your home telephone (a ringing phone makes your absence obvious).
- Leave your blinds as they are normally.
- Be sure to close and lock the garage as well as all of your outbuildings.
- Photograph all of your personal belongings for insurance purposes.
- Ask a neighbor to occasionally park in your driveway so that it looks like someone is home.
- Search the internet for other helpful hints and suggestions to make your home safe while you are home and away.