

RH _____ REMOVED FROM BOOK _____ INITIAL _____

LANDFALL HOUSE CHECK REQUEST

NAME _____ ADDRESS _____

PHONE# _____ AREA _____

LIGHTS LEFT ON? _____ YES _____ NO INSIDE / OUTSIDE / BOTH (CIRCLE ONE)
CONSTANT OR AUTOMATIC (CIRCLE ONE)

VEHICLES REMAINING IN DRIVEWAY: MAKE _____ MODEL _____
COLOR _____ MAKE _____ MODEL _____ COLOR _____
VEHICLES REMAINING IN GARAGE: MAKE _____ MODEL _____
COLOR _____ MAKE _____ MODEL _____ COLOR _____

PROTECTED BY ALARM SYSTEM _____ YES _____ NO IF YES, LIST A CONTACT PERSON WHO MAY BE REACHED
TO TURN OFF AND/OR RESET YOUR ALARM _____

HOUSE KEYS LEFT WITH ANYONE _____ YES _____ NO IF YES, NAME _____
ADDRESS _____ PHONE# _____

IN CASE OF EMERGENCY, MAY WE NOTIFY YOU BY COLLECT CALL? _____ YES _____ NO
C/O _____ PHONE# _____

LIST PEOPLE WHO HAVE ACCESS TO PREMISES (RELATIVES, WORKERS, NEIGHBORS, PET CARE)

IF SOMEONE IS STAYING AT YOUR HOME SOMETIME DURING YOUR ABSENCE, HOW LONG WILL A GUEST PASS
BE NEEDED? _____ THRU _____ NAME _____ NOTE: YOUR GUEST MUST
NOTIFY US WHEN THEY LEAVE YOUR HOME SO WE MAY RESUME THE HOUSE CHECKS.

PLEASE NOTE ANY DOORS OR WINDOWS THAT WILL BE LEFT PARTIALLY OPEN SO WE DO NOT CLOSE OR LOCK
THEM: _____

PLEASE NOTE ANY DOORS OR WINDOWS THAT ARE PARTICULARLY SENSITIVE TO YOUR ALARM SYSTEM SO WE
DO NOT SET THE ALARM OFF WHILE WE DO THE PHYSICAL CHECK OF YOUR HOME _____

I REQUEST THAT A SECURITY CHECK BE MADE OF MY PREMISES BEGINNING ON _____
AT _____ AM / PM UNTIL _____. **WE DO NOT AUTOMATICALLY REMOVE YOU
FROM HOUSE CHECKS...YOU MUST CALL TO LET US KNOW YOU HAVE RETURNED.**

UPON MY RETURN, I WILL NOTIFY SECURITY AND I MAY PICK UP MY CHECK SHEET AT THE COA
OFFICE _____ *** OR HAVE THE CHECK SHEET DESTROYED _____. IF THERE WERE ANY PACKAGES THAT
WERE PICKED UP IN MY ABSENCE I WILL BE INSTRUCTED TO PICK THEM UP AT THE ARBORETUM GATE.

- YOUR HOUSE WILL BE CHECKED DAILY WITH A RIDE-BY VISUAL INSPECTION, AND CHECKED WITH A WALK AROUND EVERY SEVEN DAYS. PLEASE NOTE THAT IF YOUR HOME IS FOUND TO BE INSECURE, LANDFALL SECURITY AND/OR THE WILMINGTON POLICE WILL BE ENTERING YOUR HOME FOR A QUICK CHECK BEFORE SECURING THE PREMISES.
- DUE TO LIMITED SPACE, WE DO NOT PICK UP NEWSPAPERS. WE SUGGEST THAT YOU CANCEL YOUR PAPER (343-2391) OR ASK A NEIGHBOR TO COLLECT THEM FOR YOU.

WE REQUEST THAT YOU FILL OUT A NEW CHECK REQUEST FORM EACH TIME YOU LEAVE IN ORDER FOR US TO
HAVE ACCURATE INFORMATION ON FILE. ***WE WILL DISCARD YOUR CHECK SHEET TWO WEEKS AFTER
YOUR RETURN HOME, IF IT HAS NOT BEEN PICKED UP.

SIGNED _____ DATE _____