

## GOFFSTOWN POLICE DEPARTMENT VACANT HOUSE CHECK PROGRAM

The Goffstown Police Department offers a free Vacant House Check program to all Goffstown residents. If you are leaving town for a weekend or extended period of time, the Vacant House Check program is one crime prevention tool that may be very useful in protecting your home.

### VACATION CHECKLIST:

- ❖ Let your neighbors and the Goffstown Police Department know that you'll be away on vacation. Please fill out a Vacant House Check form (see below) and e-mail it (to: [Pd-Communications@goffstownnh.gov](mailto:Pd-Communications@goffstownnh.gov) ) **OR** drop it off at the police station (326 Mast Road) **OR** fax it (to 603-497-4982).
- ❖ Make your home look as lived-in as possible while you're away.
- ❖ Arrange to have your mail and newspapers either stopped or picked up daily.
- ❖ Have someone mow your lawn or rake the leaves or plow the driveway so your house looks lived in.
- ❖ Turn down the ringer on the telephone. An unanswered telephone is a dead giveaway that no one is home.
- ❖ Use automatic timers to turn on a radio, television, and lights at different times to hide the fact that you are not home.
- ❖ Be sure that you don't announce your absence on your answering machine message or on Facebook.
- ❖ Leave your window blinds/shades like you normally would if you were home. Only close them all the way if that is what you normally would do.
- ❖ Ensure that your windows and doors have secure locks and make sure the house is LOCKED prior to leaving town.
- ❖ Be sure to close and lock the garage, as well as any storage sheds, gates, etc.
- ❖ Ask a neighbor to occasionally park in your driveway. If you are leaving a vehicle parked outside, have the neighbor move it periodically so it looks as though you are home.
- ❖ Do not leave your vehicle parked on town roads during the yearly Winter Parking Ban (November 15<sup>th</sup> through April 15<sup>th</sup>). It will be cited and possibly towed if impeding snow removal.
- ❖ Engrave all your valuables with your driver's license number and/or make a list of valuables to include serial and model numbers. If possible, videotape the contents of your home. Be sure to keep the video and the list of valuables in a safety deposit box.

### PLEASE NOTE:

- ❖ House checks will **\*NOT\*** be performed if someone will be staying at the house.
- ❖ House check is valid only with SPECIFIC start and end dates.
- ❖ Houses that are for sale are **\*NOT ELIGIBLE\*** for house checks.
- ❖ Homeowner is required to call the Dispatch Center at 497-4858 when they return home.

**GOFFSTOWN POLICE DEPARTMENT  
VACANT HOUSE CHECK FORM**

*\*NOTICE: Vacant House Check Forms submitted on the Website are added to the check-list Monday through Friday, 8 AM to 4 PM. Any forms submitted (via e-mail) during a weekend will not be added to the list until the next business day.*

**ALL QUESTIONS ON THE FORM MUST BE FILLED OUT**

***PLEASE PRINT LEGIBLY***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER AT RESIDENCE \_\_\_\_\_

PHONE NUMBER WHERE YOU CAN BE REACHED \_\_\_\_\_

DATE LEAVING (mm/dd/yyyy) \_\_\_\_\_

DATE RETURNING (mm/dd/yyyy) \_\_\_\_\_

DESCRIPTION OF RESIDENCE \_\_\_\_\_

CHECK ALL APPLICABLE:

Someone will be checking the property

I will be away more than 30 days

ARE YOU LEAVING ANY VEHICLES IN THE DRIVEWAY? (Please provide color, make, model, and license plate number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU LEAVING ANY VEHICLES IN THE GARAGE? (Please provide color, make, model, and license plate number)

---

---

ARE ANY LIGHTS LEFT ON **OR** ON TIMERS?

YES  TIMER  NO

PLEASE SPECIFY WHICH ROOM(S) \_\_\_\_\_

---

---

ANY OUTSIDE LIGHTS? YES  TIMER  NO

ARE YOU LEAVING ANY PETS AT HOME? YES  NO

If yes, please note type(s) of pet(s) and where they will be located

---

---

---

---

WHO IS AUTHORIZED TO BE ON THE PROPERTY? (*Feed pets, water plants or garden, collect mail/newspaper, doing work in your home*) Please include their name, phone number, license plate number and vehicle description, and scheduled time on property, and their purpose for being there.

---

---

---

---

---

---

---

---

---

---

DOES YOUR HOME HAVE AN ALARM SYSTEM? YES  NO

ALARM COMPANY NAME AND TELEPHONE NUMBER

---

DO YOU HAVE A *VALID/CURRENT* TOWN OF GOFFSTOWN ALARM PERMIT?

YES  NO

*Alarm Permit Applications are available at: <http://www.goffstownpolice.com/ordinances>*

**NOTE: If your house is alarmed, the Police Department will be responding to all alarms at your residence. While you are away, you may wish to consider giving your code to any cleaners or contractors who will be at your residence during your absence.**

WHO SHOULD BE CONTACTED IF THERE IS AN EMERGENCY AT YOUR HOME?  
(Please give name, phone number(s) and relationship, i.e. landlord, neighbor, relative)

---

---

---

---

IS THERE ANYTHING ELSE WE NEED TO KNOW ABOUT YOUR HOME OR WHO HAS PERMISSION TO BE THERE WHILE YOU ARE GONE TO ENSURE ITS SAFETY AND OURS?

---

---

---

---

---

---

---

PLEASE PROVIDE AN E-MAIL ADDRESS IN CASE WE NEED TO CONTACT YOU  
UPON RECEIPT OF THIS FORM

---

I UNDERSTAND THAT I MUST CONTACT THE GOFFSTOWN POLICE  
DEPARTMENT IMMEDIATELY UPON MY RETURN TO GOFFSTOWN TO REMOVE  
MY ADDRESS FROM THE VACANT HOUSE CHECK LIST.

YES

**BY SIGNING THIS FORM, YOU ARE AUTHORIZING MEMBERS OF THE  
GOFFSTOWN POLICE DEPARTMENT TO BE PRESENT ON YOUR PROPERTY  
AND ENTER YOUR RESIDENCE SHOULD AN EMERGENCY BE DISCOVERED.**

---

Homeowner's Signature

Date

***THANK YOU FOR PARTICIPATING IN  
THE VACANT HOUSE CHECK PROGRAM!***

---

---

**To be completed by Goffstown Police Department:**

Date and Time Received: \_\_\_\_\_

Received by Office Staff/Dispatcher/Officer: \_\_\_\_\_

CFS Completed by: \_\_\_\_\_

CFS #: \_\_\_\_\_