



Madison County Sheriff's Office
546 East College St. Jackson, TN 38301
731-423-6000
www.mcso-tn.org

Office Use Only
District # _____
ID # _____

Request for Residential Vacation Checks
(Two weeks maximum)

If you live in Madison County, and would like to have vacation checks performed on your residence, please complete this form and submit to Madison County Dispatch at least 48 hours prior to your planned absence. *(Please Print-Fill-a-ble Form)*

Personal Information

Name: _____ Residence Address: _____

Date of Birth: ____ / ____ / ____

Phone: _____ Email Address: _____

Date Leaving: ____ / ____ / ____ Date Returning: ____ / ____ / ____

Papers/Mail/Deliveries Stopped? YES NO

Will any lights be left on? YES NO Will lights be on a timer? YES NO

If lights on, which rooms? (Example: front hallway, back bedroom, etc.) _____

Pets? YES NO Type: _____ Indoor Outdoor

Who will be caring for the animal(s)? _____ Phone: _____

Does anyone have your permission to be on your premises? YES NO

If yes, who? _____ Phone: _____

Vehicle Information (Vehicles to be at the residence)

Year: _____ Make: _____ Model: _____ Color: _____ Plate: _____

Year: _____ Make: _____ Model: _____ Color: _____ Plate: _____

Year: _____ Make: _____ Model: _____ Color: _____ Plate: _____

Emergency Contact

Have you let a neighbor, friend or relative know how to contact you in case of an emergency? YES NO

Contact Name: _____ Address: _____

Phone: _____ Does this person have a key to your home? YES NO

Do you have an alarm system? YES NO

Monitoring Company: _____ Phone: _____

Please list any other information that you feel the Sheriff's Office should be aware of:

Do you wish your personal information to remain confidential for police use only? YES NO

******Immediately notify the Madison County Sheriff's Office upon your return (731) 423-6000******

Authorization and Waiver

The undersigned does hereby grant permission and request the Madison County Sheriff's Office (MCSO) and its Officers to visually check upon the property listed above. The undersigned does hereby agree to defend, indemnify and hold harmless the MCSO; its employees, and agents for any claim for personal injury, loss, damage to property or any other cost that may be suffered by the undersigned, through any action or lack thereof, by a representative of MCSO, in connection with this request. Further, the undersigned understands, acknowledges and agrees that this is a voluntary, free service, that the service does not create a special duty or obligation on the part of the city to the undersigned, that the service will be provided only as time is available, and the MCSO makes no guarantee nor provides any assurance to the undersigned against loss, theft, or damage to premises. Further, the undersigned understands, acknowledges and agrees that, due to limitations of time or resources or due to the need for police personnel to perform other tasks, it may be that no checks are conducted. The undersigned does hereby agree to secure the premises when leaving and to take whatever security measures at his/her disposal to cooperate in preventing crime, fire or other incidents from occurring. The undersigned has noted any conditions that will assist the Officers during these checks and will notify the MCSO immediately when he/she returns. To the extent permitted by law, this information shall be confidential.

BY: _____

Date: ____/____/____

Signature

(Return completed form to Madison County Sheriff's Office Dispatch)

For security purposes, this form must be returned in person and you must have a picture ID.

Department Use Only:			
Accepted by: _____	Date: ____/____/____		
Notified of resident's return:			
Page 2	Date: ____/____/____	Time: _____ AM / PM	Accepted by: _____ Date: ____/____/____

VACATION HOUSE CHECK

Going on a well-deserved vacation?

When you are planning to be out of town or away from your home for a period of time you can fill out our vacation house check form, or come down to the Madison County Sheriff's Office to request a vacation house check.

The Sheriff's Office will periodically check your house and have your contact information on file in case of an emergency. Download the vacation house check form, fill it out and bring it in-person to the Madison County Sheriff's Office. For security reasons, only hand delivered requests with photo ID will be accepted at the Sheriff's Office.

PLEASE READ THE FOLLOWING DISCLAIMER:

Requesting a vacation house check does not guarantee that a burglary or other crime will not occur at your residence, and it is only intended to be a request for the Madison County Sheriff's Office to check your home periodically, based upon the availability of an officer. No vacation checks while the homeowner is gone from the home are guaranteed. No additional police response or protection is being guaranteed by requesting a vacation check, other than normal police services and protection which is provided to the general public. Consequently, it is recommended that you make every effort to safeguard against losses including securing of high value property, using proper locking devices, alarm systems, etc.

Here are some safety tips for you:

Before you leave:

- Be sure to give your home the appearance of being occupied while you're away by: Putting lights, a radio and even the TV on timers.
- Arranging for your lawn to be cared for.
- Have a trusted neighbor pick up your mail and newspapers, or have delivery suspended for the duration of your time away.
- Make sure that your doors are locked. Leave a key with a trusted neighbor, friend or relative. *Never* hide a key on your property; criminals are good at guessing hiding spots.
- If you choose to have a neighbor care for your home while you're away, make sure they know how to contact you in case of an emergency.
- Make sure a friend or family member has your itinerary.
- Put your work address on your luggage tags.

When you arrive at your destination:

- Learn the phone number and address of the place you're staying.
- **KNOW THE RULES.** Laws and ordinances are different everywhere. This is especially important if you're traveling abroad. A hotel concierge is an excellent source for assistance and information.
- Know how to contact the local police, fire and rescue services.
- Watch out for frauds and cons. They frequent vacation spots.
- Never leave your valuables unattended.
- Don't carry large sums of cash or wear expensive jewelry.