



HOUSE CHECK FORM

EFFECTIVE NOVEMBER 1, 2013, there will be a fee of \$10 per day for House Check Service billed to your account.

Please print and return this form to the HOA office to receive this service.

NAME: _____ **ADDRESS:** _____

DATE LEAVING: _____ **DATE RETURNING:** _____

Person(s) to contact in case of emergencies/open doors or windows:

1.) **NAME:** _____ **PHONE#** _____

2.) **NAME:** _____ **PHONE#** _____

Will anyone be staying at this location while you are gone? YES NO

Will pets be present while you are gone? YES NO

Individual/companies allowed to your residence while you are away:(Your permanent guest list will be in effect unless you instruct otherwise)

1) _____ 2) _____

3) _____ 4) _____

Are there any pre-existing conditions security should be aware of? (Broken windows, Doors that tend to open, etc.)

Special Instructions:

- Please arrange to have your newspapers/deliveries picked up or service stopped.
- The exterior of your home will be visually inspected daily and any irregularities reported. Having your home on the house check program is not a guarantee against criminal activity or natural disaster.
- If security observes an open/broken door/window, you or your emergency contact will be notified and SAPD will be contacted.
- The fee for house checks is \$10.00 per day and includes the start and stop dates. House checks will end after the stop date. It is the responsibility of the resident to inform the HOA if they return early.
- Requests must be turned in to the HOA or submitted online between 8:30 AM to 5:30 PM Monday through Thursday or by noon on Friday. Requests received after noon on Friday will not start until the following week.
- Security will not accept house check forms and/or payment. The HOA will bill the homeowner's account.

Homeowner's Acknowledgement

Date

HOA Copy

Security Copy