

# Williamsburg Police Department

## Request for House Check

Please complete and return to the Williamsburg Police Department between  
8:00 a.m. & 4:30 p.m. Monday – Friday  
or Mail

Office of the Chief of Police  
425 Armistead Avenue  
Williamsburg, Virginia 23185

Request Date \_\_\_\_\_

Depart Date \_\_\_\_\_

Return Date \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Destination: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of an emergency, do you wish to be contacted: Yes  No

Probable Route of Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have the keys been left with anyone? Yes  No

If so, give name, address, and phone number of the key holder.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of anyone having access to the premises:  
\_\_\_\_\_  
\_\_\_\_\_

Are the premises alarmed? Yes  No

If so, name and phone of alarm company:  
\_\_\_\_\_  
\_\_\_\_\_

Are there any lights left on? If so, where? \_\_\_\_\_

Are any vehicles left on the premises? If so, license # \_\_\_\_\_

Additional information (incl. any hazards the officers should be aware of, ie slick or uneven surfaces, etc):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

House Checks will be provided for a maximum of 30 days

**House checks are a service provided with pleasure by your Police Department.**

**PLEASE CALL 220-2331 UPON YOUR RETURN**

