

SPRINGFIELD POLICE DEPARTMENT
PROPERTY CHECK REQUEST

NAME _____

ADDRESS _____

PHONE NUMBER _____ DEPARTURE DATE _____

RETURN DATE _____

PREMISE TYPE RESIDENCE BUSINESS

HAVE KEYS BEEN LEFT WITH ANYONE: YES NO

IF YES, NAME OF PERSON _____

PHONE# _____

WILL ANYONE HAVE ACCESS TO THE PREMISES DURING YOUR
ABSENCE? YES NO

IF YES, NAME OF PERSON _____

PHONE# _____

*I REQUEST A PROPERTY CHECK OF MY RESIDENCE/BUSINESS AND
WILL NOTIFY THE POLICE DEPARTMENT UPON MY RETURN.

SIGNATURE: _____

DATE OF REQUEST: _____

* A PROPERTY CHECK CARD WILL BE LEFT AT THE RESIDENCE OR BUSINESS
DENOTING THE OFFICERS NAME, DATE, AND TIME OF THE PROPERTY CHECK.
PLEASE CALL THE POLICE DEPARTMENT AT (803)258-3525 ANYTIME DURING
YOUR ABSENCE FOR ANY QUESTIONS OR CONCERNS.

CHIEF TERRY LOGAN
SPRINGFIELD POLICE DEPARTMENT