

## To Use Stanford University Department of Public Safety Forms

Please print the necessary form, complete all requested information and add any supporting documentation. Return it to Stanford University Department of Public Safety.

It may be returned:

By Email: [police-records@lists.stanford.edu](mailto:police-records@lists.stanford.edu)

By U.S. Mail to: Stanford University  
Department of Public Safety  
Records Unit  
711 Serra Street  
Stanford, CA 94305-7240  
*(Please allow time for mail delivery)*

By Campus ID Mail to: Public Safety  
Mail Code 7240  
*(Please allow time for mail delivery)*

By Fax to: 650-725-8485

or By delivery in person: Public Safety Building  
Police and Fire Departments  
711 Serra St.  
Stanford, CA 94305-7204

***If you have any questions call  
the SUDPS Records Unit at 650-723-9633.***

## Stanford Department of Public Safety House Check Form

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

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

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

(if available)  
Emerg. Contact #: \_\_\_\_\_

Departure Date: \_\_\_\_\_

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

Type of Service Requested:

Home Service

Spot Check

	Yes/No	Comments
1. Is the house alarmed?		
2. Any pets in the yard?		
3. Any lights on in the residence? If so, What type and where are they located? What time do they turn on and off?		<i>Please record location(s) &amp; on/off times here.</i>
4. Has the newspaper been stopped?		
5. Has the mail been stopped?		
6. Can access to the rear yard be obtained?		

### Person(s) Visiting House While Resident(s) Away:

Name \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Home Address \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Day(s)/Times  
Expected \_\_\_\_\_

Day(s)/Times  
Expected \_\_\_\_\_

House Key Issued?  Yes  No

House Key Issued?  Yes  No

**Special Instructions: Notes:** (Cars in driveway, broken windows, construction, gardeners, house cleaners, house sitters, or any additional info).

REQUEST RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_